


ORDER FOR SUPPLIES OR SERVICES						PAGE    OF    PAGES	
IMPORTANT: Mark all packages and papers with contract and/or order numbers.							
1. DATE OF ORDER 08/24/09		2. CONTRACT NO. (If any) EP-S4-08-03		6. SHIP TO:			
3. ORDER NO. 0010		4. REQUISITION/REFERENCE NO. PR-R4-09-10348		a. NAME OF CONSIGNEE SCOTT M. MARTIN, TOPO			
5. ISSUING OFFICE (Address correspondence to) U.S. EPA Region 4				b. STREET ADDRESS 61 FORSYTH STREET, SW			
7. 10				c. CITY ATLANTA	d. STATE GA	e. ZIP CODE 30303	
a. NAME OF CONTRACTOR J.M. WALLER ASSOCIATES INC DBA: JMWA				f. SHIP VIA			
b. COMPANY NAME				8. TYPE OF ORDER			
c. STREET ADDRESS 11325 RANDOM HILLS RD STE 210				<input type="checkbox"/> a. PURCHASE REFERENCE YOUR:		<input checked="" type="checkbox"/> b. TASK -- Except for billing instructions on the reverse, this task order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract	
d. CITY Fairfax	e. STATE VA	f. ZIP CODE 22030		Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet. If any, including delivery as indicated.			
9. ACCOUNTING AND APPROPRIATION DATA See Attached				10. REQUISITIONING OFFICE Same as Block 6			
11. BUSINESS CLASSIFICATION (Check appropriate box(es))							
<input checked="" type="checkbox"/> a. SMALL <input type="checkbox"/> b. OTHER THAN SMALL <input type="checkbox"/> c. DISADVANTAGED <input type="checkbox"/> d. WOMEN OWNED							
12. F.O.B. POINT Same as Block 6				14. GOVERNMENT B/L NO		15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date)	
13. PLACE OF						16. DISCOUNT TERMS N/A	
a. INSPECTION Same as Block 6		b. ACCEPTANCE Same as Block 6					
17. SCHEDULE (See reverse for Rejections)							
ITEM NO. (a)	SUPPLIES OR SERVICES (b)		QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	See Attached						
18. SHIPPING POINT			19. GROSS SHIPPING WEIGHT		20. INVOICE NO.		17(h) TOT. (Cont. pages)
21. MAIL INVOICE TO:							
SEE BILLING INSTRUCTIONS ON REVERSE	a. NAME U.S. Environmental Protection Agency						17(ii). GRAND TOTAL
	b. STREET ADDRESS (or P.O. Box) RTP-Finance Center (D143-02) 109 T.W. Alexander Drive						
	c. CITY Durham	d. STATE NC	e. ZIP CODE 27711			\$20,000.00	
22. UNITED STATES OF AMERICA BY (Signature) 				23. NAME (Typed) DANIEL L. OWEN			
				TITLE: CONTRACTING/ORDERING OFFICER			

# Remedial Design for Davis Timber Superfund Site

Contract: EP-S4-08-03, Task Order: 0010

Lead PR Number: PR-R4-09-10348

## Summary Information

Title: Remedial Design for Davis Timber Superfund Site  
Period of Performance: From: 08/24/09 To: 04/30/10  
Award Date: 08/24/09  
Total Funding: \$20,000.00

## Accounting/Appropriation Data

POP	DCN	BFYS	Appr.#	Org	Program Element	Site/Project	Cost Org	Obj Class	Amount	P / C
Base	DT9141	09	T	4AD0P	302DD2C	A4P6RD01	C001	2505	\$20,000.00	P

## Funding Breakout

Acct.Info	Funding Category	Amount
FY2009 - DT9141	Total Cost	\$20,000.00
Total:		\$20,000.00

## Procurement Management Roles

TASK ORDER PROJECT OFFICER:

U.S. E.P.A.  
Attn: SCOTT M. MARTIN  
61 FORSYTH STREET, SW  
ATLANTA, GA 30303

Mail Code:  
Phone Number: 404-562-8919  
Fax Number:  
E-Mail Address: martin.scott@epa.gov

## Attachments

Attachment Name

Task Order Basic Provision

## Task Order Totals

Category	POP	Amount
Total Cost	Base Pd.	\$20,000.00

## Task Order Basic Provision

Contract: EP-S4-08-03, Task Order: 0010

Lead PR Number: PR-R4-09-10348

This action initiates a new Remedial Design Action task order for the Davis Timber Superfund Site, Hattiesburg MS in accordance with the attached statement of work and the terms and conditions of Clause G.9., of the basic contract.

An initial task order funding ceiling of \$20,000.00 is hereby established for a site visit and the review of existing information under Task 1 (Project Planning). The contractor shall acknowledge receipt of this task order within five (5) calendar days and shall prepare and forward to the Contracting Officer within fifteen (15) business days a written task order proposal.

### Task Order Funding

The amount of task order funding currently available for Task 1 (Project Planning) is \$20,000.00. The contractor shall not make expenditure of or incur obligation under this task order in excess of the ceiling price of \$20,000.00 except at the contractor's own risk. When the contractor has reason to believe that the cost for this task order, which will accrue in the next thirty (30) days, will bring the total cost of this task order over seventy five (75) percent of the available funding specified in the task order, the contractor shall notify the Contracting Officer. Additional funding as needed shall be provided incrementally thru a task order modification to fund the contractors task order proposal.

### EPA Contacts

Contract Level COR  
Meredith Clark  
404-562-8919

Task order COR  
Scott Martin  
404-562-8916

Contract Specialist  
Catherine Johnson  
404-562-8193

## MODEL STATEMENT OF WORK FOR REMEDIAL DESIGN

### Davis Timber Site , Hattiesburg, Lamar County, Mississippi

#### ATTACHMENTS

Attachment 1. Summary of Major Submittals for the Remedial Design at Davis Timber RD Site.....	13
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#### 3.0 Introduction

##### .0.1 Site Description

##### .0.2 Purpose

The purpose of this Statement of Work (SOW) is to set forth the requirements for the Remedial Design (RD) of the selected remedy as defined in the Record of Decision (ROD) issued on September 2009. The RD is generally defined as those activities to be undertaken by the contractor to develop the final plans and specifications, general provisions, and special requirements necessary to translate the ROD into the remedy to be constructed under the remedial action (RA) phase. The RA is generally defined as the implementation phase of site remediation or construction of the remedy, including necessary operation and maintenance, performance monitoring, and special requirements. The RA is based on the RD to achieve the remediation goals specified in the ROD. This SOW is designed to provide the framework for conducting the RD activities at the Davis Timber Site. The goal is to complete and deliver the final plans and specifications within 18 months after approval of the work plan. The estimated completion date for this task order is April 2010.

##### .0.3 General Requirements

- .0.3.1 The contractor shall conduct the RD in accordance with this SOW and consistent with the ROD issued on September 2009, the *Remedial Design/Remedial Action (RD/RA) Handbook* (U.S. EPA Office of Solid Waste and Emergency Response (OSWER), 9355.0-04B, EPA 540/R-95/059, June 1995), and all other guidance used by EPA in conducting an RD. The primary contact for this task order is Scott Martin, Tel. (404) 562-8916; the secondary contact is David Keefer; Tel. (404) 562-8932.
- .0.3.2 A summary of the major deliverables and a suggested schedule for submittals are attached (Attachment 1). The contractor shall submit the major deliverables using the form Transmittal of Documents for Acceptance by EPA, Attachment 4.
- .0.3.3 Specifically, the RD involves the design of excavation, consolidation, and containment of contaminated soils and sediments.
- .0.3.4 The contractor shall furnish all necessary and appropriate personnel, materials, and services needed for, or incidental to, performing and completing the RD.
- .0.3.5 A list of primary guidance and reference material is attached (Attachment 3). In all cases, the contractor shall use the most recently issued guidance.



- .0.3.6 The estimated cost of the RA, as outlined in the ROD, is \$ 5.4 million.
- .0.3.7 The contractor shall communicate at least weekly with the Task order Manager or Remedial Project Manager (TOM/RPM), either in face-to-face meetings or through conference calls.
- .0.3.8 The contractor shall notify the TOM/RPM when 75 percent of the approved task order budget has been expended and when 95 percent has been expended.
- .0.3.9 The contractor shall document all decisions that are made in meetings and conversations with EPA. The contractor shall forward this documentation to the TOM/RPM within two working days of the meeting or conversation.
- .0.3.10 EPA will provide oversight of contractor activities throughout the RD. EPA review and approval of deliverables is a tool to assist this process and to satisfy, in part, EPA's responsibility to provide effective protection of public health, welfare, and the environment. EPA will review deliverables to assess the likelihood that the RD will achieve its remediation goals and that its performance and operations requirements have been correctly identified. Acceptance of plans and specifications by EPA does not relieve the contractor of responsibility for the adequacy of the design.

#### **.0.4 Record-Keeping Requirements**

The contractor shall maintain all technical and financial records for the RD in accordance with the contract. At the completion of the RD, the contractor shall submit 4 copies of the official record of the RD in Word to the TOM/RPM.

#### **.0.5 Equipment Transfer**

At the completion of the RD task order, the contractor shall transfer to the EPA Equipment Coordinator all equipment purchased with contract funds in accordance with the contract.

#### **.0.6 Project Closeout**

At the completion of the RD task order, the contractor shall perform all necessary project closeout activities as specified in the contract. These activities may include closing out any subcontracts, indexing and consolidating project records and files as required in Paragraph 0.4 above, and providing a technical and financial closeout report to EPA. Final costs shall be reported to EPA (on disk) broken down into the cost for each element of the Work Breakdown Structure (WBS) (Attachment 2) for this task order.

### **3.1 Project Planning and Support**

The purpose of this task is to determine how the site-specific remediation goals, as specified in the ROD, will be met. The following activities shall be performed as part of the project planning task:

#### **.1.1 Project Planning**

- .1.1.1 Attend Scoping Meeting. Before or concurrent with developing the Work Plan, the contractor shall attend a scoping meeting to be held at the EPA Regional Office.
- .1.1.2 Conduct Site Visit. The contractor shall conduct a site visit with the EPA TOM/RPM during the project planning phase to assist in developing a conceptual understanding of the RD requirements for the site. Information gathered during the visit shall be used to better scope the project and to help determine the extent of additional data necessary to implement the RD. A Health and Safety Plan (HASP) is required for the site visit. The contractor shall prepare a

report that documents all EPA, contractor, and site personnel present at the visit; all decisions made during the visit; any action items assigned, including person responsible and due date; any unusual occurrences during the visit; and any portions of the site that were not accessible to the contractor and the effect of this on the RD. This report shall be submitted to the EPA TOM/RPM within 10 calendar days of the site visit.

- .1.1.3 Evaluate Existing Information. The contractor shall obtain, copy (if necessary), and evaluate existing data and documents, including the Remedial Investigation/Feasibility Study (RI/FS), the ROD, and other data and documents as directed by EPA. This information shall be used to determine if any additional data are needed for RD implementation.
- .1.1.4 Develop Work Plan. The contractor shall present the general approach that will be used for the RD at a Work Plan scoping meeting with the TOM/RPM. This meeting will be held at the Region 4 office.

(1)Develop Draft Work Plan. The contractor shall prepare and submit a draft RD Work Plan within 30 calendar days after Task order (WA) initiation. The contractor submits the original to the Contracting Officer (CO), one copy to the Project Officer (PO), and one copy to the TOM/RPM. The Work Plan shall include a comprehensive description of the additional data collection and evaluation of activities to be performed, if any, and the plans and specifications to be prepared. A comprehensive design management schedule for completion of each major activity and submittal shall also be included. The Work Plan shall be developed in conjunction with the Sampling and Analysis Plan (SAP) and HASP, although each plan shall be delivered under separate cover within 30 days after WA initiation.

- (a) Develop Narrative. Specifically, the Work Plan shall present the following:
  - A statement of the problem(s) and potential problem(s) posed by the site and how the objectives of the RD will address the problem(s).

-A background summary setting forth: (1) a brief description of the site including the geographic location and a description of the physiographic, hydrologic, geologic, demographic, ecological, cultural, and natural resource features of the site; (2) a brief synopsis of the history of the site including a summary of past disposal practices and a description of previous responses that have been conducted by local, State, Federal, or private parties at the site; (3) a summary of the existing data including physical and chemical characteristics of the contaminants identified and their distribution among the environmental media at the site.

-The contractor's technical and management approach to each task to be performed, including a detailed description of each task; the assumptions used; the identification of any technical uncertainties (with a proposal for the resolution of those uncertainties); the information needed for each task; any information to be produced during and at the conclusion of each task; and a description of the work products that will be submitted to EPA. The contractor shall identify any subcontractors it plans to use to accomplish all or part of a task's objectives. Tasks and subtasks shall be presented in the same WBS format as provided in this task order.

-A schedule for specific dates for the start and completion of each required activity and submission of each deliverable required by this SOW. (See Attachment 1 for format.) This schedule shall also include information about timing, initiation, and completion of all critical path milestones for each activity and deliverable and the expected review time for EPA.

- (b) Develop Cost Estimate. The contractor's estimated cost to complete the task order shall be broken down into the Level of Effort (by P-level) and cost for each element of the Work Breakdown Structure (Attachment 2) and submitted to EPA on disk.
  - (c) Internal QA and Submission of Draft Work Plan.
- (2) Prepare Final Work Plan
- (a) Attend Negotiation Meeting. The contractor shall attend a Work Plan negotiation meeting at the Region 4 office.
  - (b) Modify Draft Work Plan and Cost Estimate. If the contractor finds that the remedial action being designed differs significantly from the ROD or that an ARAR cannot be met, the contractor shall describe the issue and recommend technical solutions in a memo to the TOM/RPM. The contractor shall make revisions to the Work Plan as a result of EPA's comments and/or negotiation agreements. The final work plan shall be submitted within 15 days after receipt of EPA comments.
  - (c) Internal QA and Submission of Final Work Plan.

#### .1.2 Preparation of Site-Specific Plans

- .1.2.1 Develop Site Management Plan. After EPA approval of the RD Work Plan, the contractor shall prepare a Site Management Plan (SMP) that provides EPA with a written understanding of how access, security, contingency procedures, management responsibilities, and waste disposal are to be handled.
  - (1) Develop Pollution Control and Mitigation Plan
  - (2) Develop Transportation and Disposal Plan (Waste Management Plan)
- .1.2.2 Develop Health and Safety Plan. Prepare a site-specific HASP that specifies employee training, protective equipment, medical surveillance requirements, standard operating procedures, and a contingency plan in accordance with [40 CFR 300.150 of the NCP and] 29 CFR 1910.120 1(1) and (1)(2). Whenever possible, refer to the HASP developed for the RI/FS when preparing the HASP for the RD. A task-specific HASP must also be prepared to address health and safety requirements for site visits.
- .1.2.3 Develop Sampling and Analysis Plan (Chemical Data Acquisition Plan)
  - (1) Quality Assurance Project Plan. The contractor shall prepare a Quality Assurance Project Plan (QAPP) in accordance with EPA QA/R-5 (latest draft or revision). The QAPP shall describe the project objectives and organization, functional activities, and quality assurance/quality control (QA/QC) protocols that shall be used to achieve the desired Data Quality Objectives (DQOs). The DQOs shall, at a minimum, reflect use of analytical methods for identifying contamination and addressing contamination consistent with the levels for remedial action objectives identified in the National Contingency Plan. The QAPP developed for the RI/FS should be referenced or adapted whenever possible when preparing the QAPP for the RD.
  - (2) Field Sampling Plan. Prepare a Field Sampling Plan (FSP) that defines the sampling and data collection methods that shall be used for the project. The FSP shall include sampling objectives; sample locations and frequency; sampling equipment and procedures; sample handling and analysis; and a breakdown of samples to be analyzed through the Contract Laboratory Program (CLP) and through other sources, as well as the justification for those decisions. The FSP shall consider the use of all existing data and shall justify the need for additional data whenever existing data will meet the same objective. The FSP shall be written so that a field sampling team unfamiliar with the site would be able to gather the

samples and field information required. The FSP developed for the RI/FS must be referenced or adapted whenever possible when the FSP is prepared for the RD; the contractor shall document any required changes to the FSP in a memorandum to the TOM/RPM.

- (3) Data Management Plan
- (4) Develop Other Plan(s)

### .1.3 Project Management

- .1.3.1 Prepare Periodic Status Reports. The contractor shall prepare Monthly Progress Reports.
  - (1) Document Cost and Performance Status. The contractor shall document the status of each task and report costs and level of effort (by P-level) expended to date.
  - (2) Prepare and Submit Invoices
- .1.3.2 Meeting Participation and Routine Communications. The contractor shall attend project meetings, provide documentation of meeting results, and shall contact the TOM by telephone on a weekly basis to report project status.
- .1.3.3 Perform Engineering Network Analysis
- .1.3.4 Manage, Track, and Report Equipment Status. The contractor shall manage, track, and report the status of all site-specific equipment.

### .1.3.5 Task order Closeout

### .1.4 Subcontract Procurement and Support Activities

- .1.4.1 Identification and Procurement of Subcontractors. Procure and administer the necessary subcontracts, including, but not limited to the following:
  - (1) Drilling Subcontractor
  - (2) Surveying Subcontractor
  - (3) Geophysical Subcontractor
  - (4) Site Preparation Subcontractor
  - (5) Analytical Services Subcontractor(s)
  - (6) Waste Disposal Subcontractor
  - (7) Treatability Subcontractor(s)
  - (8) Other(s)
- .1.4.2 Establish and Carry Out a QA Program for Subcontracts
- .1.4.3 Perform Subcontract Management

## 3.2 Community Relations

The contractor shall provide community relations support to EPA throughout the RD. The contractor shall provide community relations support in accordance with *Community Relations in Superfund: A Handbook*, June 1988. Community relations shall include the following subtasks:

### .2.1 Develop Community Relations Plan (CRP)

The contractor shall develop an RI/FS CRP to address community relations requirements during the RD. This CRP may be modified from an existing CRP to meet site-specific requirements.

.2.1.1 Conduct Community Interviews

.2.1.2 Prepare the CRP

(1) Draft CRP

(2) Final CRP

.2.2 Prepare Fact Sheets

The contractor shall prepare a fact sheet that informs the public about activities related to the final design, a schedule for the RA, activities to be expected during construction, provisions for responding to emergency releases and spills, and any potential inconveniences such as excess traffic and noise that may affect the community during the RA.

.2.3 Public Hearing, Meetings, and Availability Support

The contractor shall support and assist in public hearings, meetings, and open houses. The contractor shall prepare presentation materials and provide support as needed for public meetings.

.2.3.1 Technical Support. The contractor shall provide technical support for community relations. This support may include preparing technical input to news releases, briefing materials, and other community relations vehicles, and helping the TOM/RPM to coordinate with local agencies.

.2.3.2 Logistical and Presentation Support

.2.3.3 Public Notice Support

.2.4 Maintain Information Repository and Mailing Lists

The contractor shall develop or revise site mailing lists and maintain a repository of information on activities related to the site-specific remedial design as described in Appendix A.8, page A-19, of *Community Relations in Superfund: A Handbook*, June 1988.

### 3.3 Data Acquisition

Data acquisition entails collecting environmental samples and information required to support the RD. The planning for this task is accomplished in Task 3.1, Project Planning and Support, which results in the plans required to collect the field data. Data acquisition starts with EPA's approval of the FSP and ends with the demobilization of field personnel and equipment from the site.

The contractor shall perform the following field activities or combination of activities for data acquisition in accordance with the EPA-approved FSP and QAPP developed in Task 3.1.

.3.1 Mobilization and Demobilization

Provide the necessary personnel, equipment, and materials for mobilization and demobilization to and from the site for the purpose of conducting the sampling program under subtask 3.3.2, Field Investigation.

.3.1.1 Identify Field Support Equipment, Supplies, and Facilities

.3.1.2 Mobilization. Mobilize and set up a field laboratory to facilitate rapid turnaround times for analytical results and identification of sample locations for subsequent sampling rounds.

(1) Site Preparation

- (a) Perform Demolition
    - (b) Clearing and Grubbing
    - (c) Perform Earthwork
      - Provide Borrow Pit
      - Construct Haul Roads
      - Construct Roads, Parking, Curbs, and Walks
      - Install Storm Drainage and Subdrainage
      - Install Fencing and Site Security
  - (2) Installation of Utilities
    - (a) Install Electrical Distribution
    - (b) Install Telephone and Communication System(s)
    - (c) Install Water, Sewage, and Gas Distribution
    - (d) Install Fuel Line Distribution
  - (3) Construction of Temporary Facilities
    - (a) Construct Decontamination Facilities
    - (b) Construct Sample and Derived Waste Storage Facility
    - (c) Construct Field Offices
    - (d) Construct Mobile Laboratory
    - (e) Construct Other Temporary Facilities
- .3.1.3 Demobilization. Demobilize the field laboratory.
- (1) Removal of Temporary Facilities.
  - (2) Site Restoration
- .3.2 Field Investigation. Conduct environmental sampling to include the following:
- .3.2.1 Perform Site Reconnaissance. The contractor shall conduct site surveys including property, boundary, utility rights-of-way, and topographic information. These surveys are to refine the survey data from the RI/FS and to ensure the accuracy of the information for the RD.
    - (1) Ecological Resources Reconnaissance
      - (a) Well Inventory
      - (b) Residential Well Sampling
      - (c) Land Survey
      - (d) Topographic Mapping
      - (e) Field Screening
  - .3.2.2 Conduct Geological Investigations (Soils and Sediments)
    - (1) Collect Surface Soil Samples
    - (2) Collect Subsurface Soil Samples
    - (3) Soil Boring and Permeability Sampling
    - (4) Collect Sediments Samples
    - (5) Survey Soil Gases
    - (6) Test Pit
  - .3.2.3 Conduct Air Investigations
    - (1) Sample Collection
    - (2) Air Monitoring Station
  - .3.2.4 Conduct Hydrogeological Investigations: Ground Water
    - (1) Install Well Systems
      - (a) Accomplish Mobilization
      - (b) Develop Wells
      - (c) Conduct Downhole Geophysics

- (d) Install Monitoring Wells
  - (e) Install Test Wells
  - (f) Install Gas Wells
- (2) Collect Samples
- (3) Collect Samples During Drilling (e.g., HydroPunch or Equivalent)
- (4) Conduct Tidal Influence Study
- (5) Perform Hydraulic Tests (Pump Tests)
- (6) Measure Ground-Water Elevation
- .3.2.5 Conduct Hydrogeological Investigations: Surface Water
  - (1) Collect Samples
  - (2) Study Tidal Influence
  - (3) Measure Surface-Water Elevation
- .3.2.6 Conduct Waste Investigation
  - (1) Collect Samples (Gas, Liquid, Solid)
  - (2) Dispose of Derived Waste (Gas, Liquid, Solid)
- .3.2.7 Conduct Geophysical Investigation
  - (1) Surface Geophysical Activity [can just list these]
  - (2) Magnetometer
  - (3) Electronmagnetics
  - (4) Ground-Penetrating Radar
  - (5) Seismic Refraction
  - (6) Resistivity
  - (7) Site Meteorology
  - (8) Cone Penetrometer Survey
  - (9) Remote Sensor Survey
  - (10) Radiological Investigation
- .3.2.8 Conduct Ecological Investigation
  - (1) Wetland and Habitat Delineation
  - (2) Wildlife Observations
  - (3) Community Characterization
  - (4) Identification of Endangered Species
  - (5) Biota Sampling and Population Studies
- .3.2.9 Collect Contaminated Building Samples.
- .3.2.10 Dispose of Investigation-Derived Waste. Characterize and dispose of investigation-derived wastes in accordance with local, State, and Federal regulations as specified in the FSP (see the Fact Sheet, *Guide to Management of Investigation-Derived Wastes*, 9345.3-03FS (January 1992)).

### 3.8 Preliminary Design

Preliminary Design begins with the initial design and ends with the completion of approximately 30 percent of the design effort. At this stage, the contractor shall have field-verified the existing conditions of the site, as necessary. The contractor shall provide supporting data and documentation with the design documents defining the functional aspects of the project to prove that the completed project will be effective in meeting the remediation goals and applicable or relevant and appropriate requirements (ARARs). For projects where the U.S. Army Corps of Engineers (USACE) is responsible for RA performance, the contractor shall prepare design submittals to conform to the format prescribed in *Technical Requirements for Pre-Design and Design*

*Submittals*, USACE, ETL 1006. In accordance with the schedule established in the RD Work Plan, the contractor shall submit to EPA the Preliminary Design, which shall consist of the following subtasks:

#### .8.1 Preliminary Design

The contractor shall prepare a Design Criteria Report that defines in detail the technical parameters upon which the design will be based. Specifically, the Design Criteria Report shall include the preliminary design assumptions and parameters, including (1) waste characterization; (2) pretreating requirements; (3) volume and types of each medium requiring treatment; (4) treatment schemes (including all media and byproducts), rates, and required qualities of waste streams (i.e., input and output rates, influent and effluent qualities, potential air emissions, and so forth); (5) performance standards; (6) long-term performance monitoring and operations and maintenance (O&M) requirements; (7) compliance with all ARARs, pertinent codes, and standards; (8) technical factors of importance to the design and construction including use of currently accepted environmental control measures, constructability of the design, and use of currently acceptable construction practices and techniques. In addition to a Design Criteria Report, the contractor shall do the following:

- .8.1.1 Recommend Project Delivery Strategy and Scheduling. The schedule shall include an evaluation of a phased approach to expedite the RA.
- .8.1.2 Prepare Preliminary Construction Schedule. A preliminary RA schedule appropriate to the size and complexity of the project shall be included in the plans and specifications.
- .8.1.3 Prepare Specifications Outline. The general specifications outline shall include all specification sections to be used. Format and organization shall be as described in Chapter 10 of the *Architect Engineer Manual*, USACE, AEIM-14, Omaha District, July 1989, which incorporates the Construction Specification Institute (CSI) format. USACE also developed standardized specifications for RDs that should be used whenever possible. Ms. Tommian McDaniel at EPA Headquarters (Tel. 202-761-4363) may be contacted for more information.
- .8.1.4 Prepare Preliminary Drawings. The drawings and schematics shall reflect organization and clarity. This submittal should include (1) an outline or listing of proposed drawings and schematics; (2) facility representations including a revised process flow diagram and a preliminary piping and instrumentation diagram; (3) a general arrangement diagram; and (4) site drawings. Engineering drawings shall be submitted in full size and half size reproductions. Standard formats for use in preparing design drawings shall be those described in the *USACE Architect Engineer Manual*.
- .8.1.5 Prepare Basis of Design Report. The contractor shall submit a detailed description of the evaluations conducted to select the design approach as part of the Basis of Design Report. This report shall include a Summary and Detailed Justification of Assumptions. This summary shall include (1) calculations supporting the assumptions; (2) a draft process flow diagram; (3) a detailed evaluation of how all ARARs will be met; (4) a plan for minimizing environmental and public impacts; and (5) a plan for satisfying permitting requirements.
- .8.1.6 Prepare Preliminary Cost Estimate. The preliminary RA cost estimate shall be a preliminary evaluation of the costs of all the elements of the RA. The estimate should be accurate within plus 50 percent and minus 30 percent and be prepared by using the M-CACES Gold cost estimating system for remedial action. Results of the value engineering (VE) screening are presented as part of the RA cost estimate. (See subtask 3.8.4.)

#### .8.2 Describe Variances with the ROD

If the contractor finds that the RA being designed differs from the ROD or that an ARAR cannot be met, the contractor shall describe the issue and recommend technical solutions in a memorandum to the TOM/RPM.

#### .8.3 Land Acquisition and Easement Requirements

The need for land acquisition for access and easement requirements shall be identified and submitted as part of the Basis of Design Report.



- .8.3.1 Identify Need and Locations
- .8.3.2 Provide Technical Support for Land Acquisition Efforts

**.8.4 Conduct and/or Assist in Value Engineering Screening**

The VE screening shall include an evaluation of cost and function relationships, concentrating on high-cost areas. The VE screening shall be performed by an independent Value Engineering group that is not otherwise participating in the RD. The outcome of the screening shall be a recommendation for or against a full-scale VE study (a subtask performed during intermediate design) based on the potential for cost savings as a result of design changes. [Value Engineering Fact Sheet, May 1990.]

**.8.5 Respond to Design Review Comments**

The contractor shall consolidate and respond to design review comments. A written response to each comment shall be provided. The response shall indicate whether the contractor has decided to implement a design change as a result of the comment, and how the change will impact the selected remedy, RD/RA costs, and/or schedule. A summary of the responses to comments shall be submitted to the TOM prior to initiation of Intermediate Design. The design changes shall be incorporated under Intermediate Design (Task 3.10).

**.8.6 Participate in Preliminary Design Review or Briefing**

The contractor shall participate in design review meetings to be held at Region 4 offices. The contractor shall implement QC procedures to ensure the quality of all reports and submittals to EPA. These procedures shall include, but are not limited to, internal technical and editorial review; the independent verification of all calculations used in the design; and the documentation of all reviews, the problems identified, and corrective actions taken.

**3.10 Intermediate Design**

The intermediate design begins at the completion of the preliminary design phase and ends with the completion of approximately 60 percent of the total design effort. The contractor shall submit to EPA the Intermediate Design submittal which shall consist of a continuation and expansion of the Preliminary Design submittal. Review comments on the Preliminary Design shall be reflected in the Intermediate Design. A Value Engineering Study shall be performed based on approved recommendations from the VE screening submitted with the preliminary design. The Intermediate Design documents shall be submitted in accordance with the approved design management schedule and shall consist of the following subtasks:

**.10.1 Update Construction Schedule**

The schedule for implementation of the RA shall identify the timing for initiation and completion of all critical path tasks. The schedule shall specifically identify duration for completion of the project and major milestones.

**.10.2 Prepare Intermediate Specifications**

Plans and specifications shall conform to acceptable standards and shall be formatted in accordance with CSI requirements. Plans and specifications shall include preliminary specifications for construction, installation, site preparation, and field work standards, including an equipment startup and operator training plan. A table of contents for the general specifications shall be provided with this submittal. All specifications shall conform to CSI format.

### .10.3 Prepare Intermediate Drawings

The contractor shall submit an outline or listing of drawings: facility representations containing a process flow diagram, a piping and instrumentation diagram, and a control logic table; and continuation and expansion of drawings submitted with the Preliminary Plans and Specifications.

Include engineering drawings for grading/paving, foundation, and electrical, structural, and mechanical elements, etc.

### .10.4 Prepare and Submit Revised Basis of Design Report

The contractor shall submit a revised summary of the evaluations conducted to select the design approach as part of the revised Basis of Design Report. The report shall include the following components:

- Summary and Detailed Justification of Assumptions. This summary shall include: (1) design calculations supporting the assumptions; (2) a revised process flow diagram; (3) a detailed evaluation of how ARARs will be met; (4) a plan for minimization of environmental and public impacts; and (5) heat and mass balances.

- Recommended RA Contracting Strategy. The contractor shall address the management approach for procuring the RA contractor, including procurement methods, phasing alternatives, and contractor and equipment availability concerns.

- Plan for Satisfying Permitting Requirements. EPA comments shall be incorporated into an updated Permits Plan.

- Identification of Easement and Access Requirements. The need for land acquisitions for access and easement requirements shall be identified and submitted as part of the Intermediate Design.

Identification of the projected O&M requirements and development of an estimate of annual O&M costs.

### .10.5 Prepare Revised RA Cost Estimate

This revised estimate of the RA shall be developed using flow sheets, layouts, and equipment details. The estimate shall be accurate within plus 50 percent and minus 30 percent and be prepared using the M-CACES Gold Cost Estimating System for Remedial Action.

### .10.6 Participate in Intermediate Design Review or Briefing

The contractor shall participate in a variety of design review activities, including design review meetings to be held at Region 4. The contractor shall also perform and submit a report describing the results of the following design reviews:

- .10.6.1 Initial Constructability Review. The contractor shall review and provide written comments for the Initial Constructability Review. The constructability review shall be conducted to evaluate the suitability of the proposed project and its components in relation to the project size.

- .10.6.2 Initial Biddability Review. The contractor shall review and provide written comments for the initial biddability review.

- .10.6.3 Initial Operability Review. The contractor shall review and provide written comments for the Initial Operability Review. The operability review shall assure that the completed project will conform to applicable performance and operations requirements.

- .10.6.4 Initial Environmental Review. The contractor shall review and provide written comments for the Initial Environmental Review.

- .10.6.5 Initial Claims Prevention Screening. The contractor shall review and provide written comments for the Initial Claims Prevention Screening. The claims prevention review is to be conducted to eliminate conflicts, inconsistencies, ambiguities, errors, omissions, or other

identifiable problems in the plans, specifications, and contract documents that are subject to change orders and contractor claims.

.10.7 Perform VE Study and Report Recommendations

The VE Study shall be conducted and the Report prepared by an independent Value Engineering group that is not otherwise participating in the RD (as in subtask 3.8.4).

.10.8 Describe Variances with the ROD

If the contractor finds that the remedial action being designed differs from the ROD, or that an ARAR cannot be met, the contractor shall describe the issue and recommend technical solutions in a memorandum to the TOM/RPM.

.10.9 Respond to Design Review Comments

A written response to each comment shall be provided. The response shall indicate whether the contractor has decided to implement a design change as a result of the summary of the responses to comments shall be submitted to the TOM prior to initiation of Intermediate Design. The design changes shall be incorporated under Intermediate Design (Task 3.10).

### 3.11 Prefinal and Final Design

The contractor shall submit the Prefinal Design according to the design management schedule. The Prefinal Design shall function as the draft version of the Final Design. The Prefinal Design shall address comments generated from the Intermediate Design Review and clearly show any modifications of the design as a result of incorporation of the comments. After EPA review and comment on the Prefinal Design, the Final Design shall be submitted. All Final Design documents shall be approved by a Professional Engineer registered in Mississippi. EPA approval of the Final Design is required before initiating the RA, unless specifically authorized by EPA.

.11.1 Prepare Prefinal Design Specifications

A complete set of construction drawings and specifications (general specifications, drawings, and schematics) shall be submitted at the prefinal stage. All specifications shall conform to CSI format. Value engineering report recommendations (submitted with the intermediate design) that have been approved by EPA shall be incorporated into the prefinal design drawings and specifications. The final design plans and specifications must be consistent with the technical requirements of all ARARs. Any off-site disposal shall be in compliance with the policies stated in the Procedure for Planning and Implementing Off-Site Response Actions (*Federal Register*, Volume 50, Number 214, November 1985 pages 45933–45937) and other applicable guidance.

General correlation between drawings and technical specifications is a basic requirement of any set of working construction plans and specifications. Before submitting the project specifications, the contractor shall coordinate and cross-check the specifications and drawings; and complete the proofing of the edited specifications and the cross-checking of all drawings and specifications.

.11.2 Prepare Prefinal Drawings

The final submittals shall include a complete set of construction drawings and specifications as well as a set of one-half size reductions of drawings. All specifications shall conform to CSI format.

.11.3 Prepare Final Basis of Design Report that incorporate any changes since the intermediate design submittal.

#### .11.4 Prepare Revised RA Cost Estimate

The contractor shall prepare a definitive cost estimate of the offers to be received for RA for each work item from definitive engineering data, within an accuracy of plus 15 percent to minus 5 percent. The definitive cost estimate should be accompanied by a range estimate and analysis of the project's potential scope, cost, and schedule change during RA, broken down by work activity. One copy of the quantity takeoff sheets, including the appropriate items, shall be included with each estimate submitted. All work items shall be broken down into labor, materials, and equipment. The contractor shall provide the basis for development of all unit prices used in the estimate. Unit prices, overhead, profit, and other categories shall be shown as separate items. The final estimate will be based on the advertised plans and specifications including amendments. It should reflect current prices for labor, materials, and equipment. The estimate shall separately identify contingencies within the defined project scope. The contractor shall prepare the RA cost estimates by using the M-CACES Gold Estimating System.

#### .11.5 Prepare 100-Percent Design Submittal

#### .11.6 Participate in Prefinal/Final Design Review

The contractor shall participate in a Prefinal Design review meeting. The meeting shall be held at Region 4 headquarters. The contractor shall also consolidate and respond to Intermediate and Prefinal Design review comments. A written response for each comment shall be provided before incorporating the changes into the design. The changes shall be incorporated as part of the 100-Percent Design submittal.

#### .11.7 Prepare Subcontract Award Documents

The contractor shall prepare complete contract documents, including (1) complete RA SOW including, wherever appropriate, drawings and specifications, complete cost proposal, and the required schedule; (2) terms and conditions of the contract including payments, delivery schedule, point of delivery, and acceptance criteria; (3) method of procurement including evaluation, basis, and method of awarding contract; (4) criteria to be employed in evaluating bids and offers; (5) prevailing wage determinations (DBA); (6) deadline and location for submitting bids and offers, if applicable; and (7) appropriate contract clauses.

#### .11.8 Perform Biddability, Operability, and Constructability Reviews

The contractor shall conduct final constructability, biddability, operability, environmental, and claims prevention reviews and document results.

#### .11.9 Prepare Revised Project Delivery Strategy

#### .11.10 Document VE Modifications

#### .11.11 Draft Operations and Maintenance (O&M) Manual

The manual should include the following:

.11.11.1 An operations and maintenance plan that includes a description of normal operation and maintenance including start-up procedures, tasks for operation, tasks for maintenance, prescribed treatment or operation conditions, and schedule for each O&M task

.11.11.2 A description of potential operating problems including common and/or anticipated remedies and useful-life analysis of significant components and replacement costs

.11.11.3 Quality Assurance Plan for O&M including a description of routine monitoring tasks, description of required laboratory tests and their interpretation, required data

collection, and location of monitoring points comprising the points of compliance monitoring

- .11.11.4 Alternate procedures to prevent releases or threatened releases of hazardous substances, pollutants, or contaminants, which may endanger health and the environment or cause an exceedance of any cleanup standard
- .11.11.5 Corrective action to be implemented in the event that cleanup standards for ground water, surface water discharges, and air emissions are exceeded and a schedule for implementing these corrective actions
- .11.11.6 Safety Plan for O&M including a description of precautions and necessary equipment for site personnel, safety tasks required in event of systems failure, and safety tasks necessary to address protection of nearby residents.
- .11.11.7 Description of equipment including the equipment identification numbers, installation of monitoring components, maintenance of site equipment, and replacement schedule for equipment and installed components
- .11.11.8 Records and reporting mechanisms required including daily operating logs, laboratory records, records for operating costs, mechanism for reporting emergencies, personnel and maintenance records, and reports to U.S. EPA, its designates, and the State.
- .11.12 Construction Quality Assurance Plan  
The contractor shall submit as part of the Prefinal Design a draft Construction Quality Assurance (CQA) Plan. The CQA Plan shall be prepared in accordance with "Construction Quality Assurance for Hazardous Waste Land Disposal Facilities" (EPA, October, 1986). The CQA Plan shall then be finalized and submitted with the Final Design. At a minimum, the draft QA Plan shall provide requirements for the following elements:
  - .11.12.1 Responsibility and authority of all organization and key personnel involved in the remediation action construction
  - .11.12.2 CQA Personnel Qualifications. The contractor shall establish the minimum qualifications of the CQA Officer and supporting inspection personnel.
  - .11.12.3 Inspection Activities. The contractor shall establish the observations and tests that will be required to monitor the construction and/or installation of the components of the Remedial Action(s). The plan shall include the scope and frequency of each type of inspection to be conducted. Inspections shall be required to verify compliance with environmental requirements and include, but not be limited to, air quality and emissions monitoring records, waste disposal records (e.g., RCRA transportation manifests), etc. Inspections shall also ensure compliance with all health and safety procedures.
  - .11.12.4 Sampling requirements. The contractor shall establish the requirements for sampling activities, sample size, sample locations, frequency of testing, criteria for acceptance and rejection, and plans for correcting problems as addressed in the project specifications.
  - .11.12.5 Documentation. The contractor shall describe the reporting requirements for CQA activities. This shall include such items as daily summary reports and inspection data sheets.

### **3.13 Task order Closeout**

- .13.1 Return Documents to Government
- .13.2 Duplicate, Distribute, and Store Files
- .13.3 Archive Files
- .13.4 Prepare Microfiche, Microfilm, and Optical Disk
- .13.5 Prepare Closeout Report. The contractor shall include a breakdown on disk of final costs and Level of Effort (by P-level) in the same detail and format as the Work Breakdown Structure (Attachment 2).

**Attachment 1**  
**Summary of Major Submittals for the Remedial Design at**  
**Davis Timber Site**

<b>TASK</b>	<b>DELIVERABLE</b>	<b>REF NO.*</b>	<b>NO. OF COPIES</b>	<b>DUE DATE (calendar days)</b>	<b>EPA REVIEW PERIOD</b>
3.1.1.2	Site Visit Report		3	10 days after site visit	7 days after receipt of report
3.1.1.4	RD Work Plan		3	30 days after initiation of task order (TO)	21 days after receipt of Work Plan
3.1.1.4	Final RD Work Plan		3	15 days after receipt of EPA comments	NA
3.1.2.1	Draft Site Management Plan (SMP)		3	(TBD) days after approval of RD Work Plan	10 days after receipt of SMP
3.1.2.1	Final SMP		3	(TBD) days after receipt of EPA comments	NA
3.1.2.3(1)	Draft QAPP	21 8	3	30 days after initiation of WA	21 days after receipt of QAPP
3.1.2.3(2)	Draft FSP	5	3	30 days after initiation of WA	21 days after receipt of FSP
3.1.2.2	Draft HASP	36 19	3	30 days after initiation of WA	21 days after receipt of HASP
3.1.2.3(2)	Final QAPP	21 8	3	15 days after receipt of EPA comments	NA
3.1.2.3(1)	Final FSP	5	3	15 days after receipt of EPA comments	NA
3.1.2.2	Final HASP	36 19	3	15 days after receipt of EPA comments	NA
3.2.1	Draft Revised CRP	4	3	(TBD) days after initiation of WA	14 days after receipt of revised CRP
3.2.1	Final Revised CRP	4	3	(TBD) days after receipt of EPA comments	NA

**Attachment 1**  
**Summary of Major Submittals for the Remedial Design at**  
**Davis Timber RD (continued)**

<b>TASK</b>	<b>DELIVERABLE</b>	<b>REF NO.*</b>	<b>NO. OF COPIES</b>	<b>DUE DATE (calendar days)</b>	<b>EPA REVIEW PERIOD</b>
3.2.2	Fact Sheets		3	As needed	10 days after receipt of fact sheet
3.8.1	Design Criteria Report		3	45 days after RD Work Plan approved	21 days after receipt of report
3.8.1.5	Basis of Design Report		3	45 days after RD Work plan approved	21 days after receipt of report
3.8.1.5	Basis of Design Report (Revision)		3	Revised and distributed as necessary (dynamic document)	15 days after receipt of report
3.8.1	Preliminary Plans and Specifications**		3	60 days after RD Work Plan approved	30 days after receipt of plans & specs
3.8.4	VE Screening Report		3	(TBD) days after RD Work Plan approved	21 days after receipt of report
3.8.5	Response to Design Review Comments		3	(TBD) days after design review meeting	15 days after receipt of response
3.10	Intermediate Plans and Specifications <sup>†</sup>		3	30 days after Preliminary Design approved	21 days after receipt of int. plans & specs
3.10.7	Value Engineering Report		3	(TBD) days after initiation of VE Study	21 days after receipt of report
3.10.9	Response to Design Review comments		3	(TBD) days after Intermediate Design Review Meeting	15 days after receipt of response
3.11	Prefinal Plans and Specifications <sup>††</sup>		3	(TBD) days after Intermediate Design approved	21 days after receipt of plans & specs
3.11.5	100-Percent Design		3	(TBD) days after prefinal design comments received	NA
3.11.6	Response to Prefinal Design		3	(TBD) days after design review	15 days after receipt of response



**Attachment 1**  
**Summary of Major Submittals for the Remedial Design at**  
**Davis Timber RD (continued)**

<b>TASK</b>	<b>DELIVERABLE</b>	<b>REF NO.*</b>	<b>NO. OF COPIES</b>	<b>DUE DATE (calendar days)</b>	<b>EPA REVIEW PERIOD</b>
	review comments			meeting	
3.11.7	Draft RA contract documents		3	(TBD) days after Final Design approved	21 days after receipt of RA documents
3.11.7	Final RA contract documents		3	(TBD) days after receipt of EPA comments on Draft RA contract documents	NA

\*See Attachment 3 for list of references.

**\*\*Preliminary Plans and Specifications Submittal Items:**

- 3.8.1.1 Project Delivery Strategy and Scheduling
- 3.8.1.2 Preliminary RA Schedule
- 3.8.1.3 Specifications Outline
- 3.8.1.4 Preliminary Drawings and Schematics
- 3.8.1.5 Basis of Design Report
- 3.8.1.6 Preliminary RA Cost Estimate
- 3.8.2 Variances from the ROD

**†Intermediate Plans and Specifications Submittal Items:**

- 3.10.1 Update Construction Schedule
- 3.10.2 Intermediate Specifications
- 3.10.3 Intermediate Drawings and Schematics
- 3.10.4 Revised Basis of Design Report
- 3.10.5 RA Cost Estimate
- 3.10.8 Variances from the ROD

**††Prefinal Plans and Specifications Submittal Items:**

- 3.11.1 Prefinal Drawings and Specifications
- 3.11.2 Prefinal Drawing Reductions
- 3.11.3 Final Basis of Design Report
- 3.11.4 Revised RA Cost Estimate
- 3.11.7 Subcontract Award Documents
- 3.11.8 Biddability, Operability, and Constructability Reviews Reports
- 3.11.9 Revised Project Delivery Strategy and Schedule
- 3.11.10 Document VE Modifications
- 3.11.11 Draft Operations and Maintenance (O&M) Manual
- 3.11.12 Construction Quality Assurance Plan

## Attachment 2

### Work Breakdown Structure (WBS) for Remedial Design (RD)

- 3.0 Remedial Design
  - .01 Project Planning and Support
    - .01 Project Planning
      - .01 Attend Scoping Meeting
      - .02 Conduct Site Visit
      - .03 Evaluate Existing Information
      - .04 Work Plan Development
        - .01 Draft Work Plan Development
          - .01 Develop Narrative
          - .02 Develop Cost Estimate
          - .03 Internal QA & Submission
        - .02 Final Work Plan Preparation
          - .01 Attend Negotiation Meeting
          - .02 Modify Draft Work Plan/Cost Estimate
          - .03 Internal QA & Submission
    - .02 Preparation of Site-Specific Plans
      - .01 Develop Site Management Plan
        - .01 Develop Pollution Control & Mitigation Plan
        - .02 Transportation & Disposal Plan (Waste Management Plan)
      - .02 Develop Health & Safety Plan
      - .03 Sampling & Analysis Plan (Chemical Data Acquisition Plan)
        - .01 Quality Assurance Project Plan
        - .02 Field Sampling Plan
        - .03 Data Management Plan
      - .04 Other Plan(s)
  - .03 Project Management
    - .01 Prepare Periodic Status Reports
      - .01 Document Cost and Performance Status
      - .02 Prepare/Submit Invoices
    - .02 Meeting Participation/Routine Communications
    - .03 Perform Engineering Network Analysis
    - .04 Manage, Track, and Report Equipment Status
    - .05 Task order Closeout
  - .04 Subcontract Procurement/Support Activities
    - .01 ID and Procurement of Subcontractors
      - .01 Drilling Subcontractor
      - .02 Surveying Subcontractor
      - .03 Geophysical Subcontractor
      - .04 Site Preparation Subcontractor
      - .05 Analytical Services Subcontractor(s)
      - .06 Waste Disposal Subcontractor
      - .07 Treatability Subcontractor
      - .08 Other(s)
    - .02 Establish and Carry Out a QA Program
    - .03 Perform Subcontract Management
- .02 Community Relations
  - .01 Community Relations Plan (CRP) Development
    - .01 Conduct Community Interviews
    - .02 Prepare CRP
      - .01 Draft CRP
      - .02 Final CRP
  - .02 Prepare Fact Sheets
  - .03 Public Hearing, Meetings, & Availability Support
    - .01 Technical Support
    - .02 Logistical & Presentation Support

- .03 Public Notice Support (writing, or placement of)
- .04 Maintain Information Repository/Mailing List
- .03 Data Acquisition
  - .01 Mobilization/Demobilization
    - .01 ID field support equipment/supplies/facilities
    - .02 Mobilization
      - .01 Site Preparation
        - .01 Perform Demolition
        - .02 Clearing and Grubbing
        - .03 Perform Earthwork
          - .01 Provide Borrow Pit
          - .02 Construct Haul Roads
        - .04 Construct Roads/Parking/Curbs/Walks
        - .05 Install Storm Drainage/Subdrainage
        - .06 Install Fencing/Site Security
      - .02 Installation of Utilities
        - .01 Install Electrical Distribution
        - .02 Install Telephone/Communication System(s)
        - .03 Install Water/Sewer/Gas Distribution
        - .04 Install Fuel Line Distribution
      - .03 Construction of Temporary Facilities
        - .01 Construct Decontamination Facilities
        - .02 Construct Sample/Derived Waste Storage Facility
        - .03 Construct Field Offices
        - .04 Construct Mobile Laboratory
        - .05 Construct Other Temporary Facilities
    - .03 Demobilization
      - .01 Removal of Temporary Facilities
      - .02 Site Restoration
  - .02 Field Investigation
    - .01 Perform Site Reconnaissance
      - .01 Ecological Resources Reconnaissance
      - .02 Well Inventory
      - .03 Residential Well Sampling
      - .04 Land Survey
      - .05 Topographic Mapping
      - .06 Field Screening
    - .02 Conduct Geological Investigations (Soils/Sediments)
      - .01 Surface Soil Sample Collection
      - .02 Subsurface Soil Sample Collection
      - .03 Soil Boring/Permeability Sampling
      - .04 Sediments Sample Collection
      - .05 Soil Gas Survey
      - .06 Test Pit
    - .03 Conduct Air Investigations
      - .01 Sample Collection
      - .02 Air Monitoring Station
    - .04 Conduct Hydrogeological Investigations—Ground Water
      - .01 Well Systems Installation
        - .01 Accomplish Mobilization
        - .02 Perform Well Development
        - .03 Conduct Downhole Geophysics
        - .04 Install Monitoring Wells
        - .05 Install Test Wells
        - .06 Install Gas Wells
      - .02 Collect Samples
      - .03 Hydro Punch
      - .04 Conduct Tidal Influence Study
      - .05 Conduct Hydraulic Tests (Pump Tests)

- .06 Perform Ground-Water Elevation Measurement
- .05 Conduct Hydrogeological Investigations—Surface Water
  - .01 Collect Samples
  - .02 Conduct Tidal Influence Study
  - .03 Perform Surface Water Elevation Measurement
- .06 Conduct Waste Investigation
  - .01 Collect Samples (Gas, Liquid, Solid)
  - .02 Derived Waste Disposal (Gas, Liquid, Solid)
- .07 Conduct Geophysical Investigation
  - .01 Surface Geophysical Activity
  - .02 Magnetometer
  - .03 Electronmagetics
  - .04 Ground Penetrating Radar
  - .05 Seismic Refraction
  - .06 Resistivity
  - .07 Site Meteorology
  - .08 Cone Penetrometer Survey
  - .09 Remote Sensor Survey
  - .10 Radiological Investigation
- .08 Conduct Ecological Investigation
  - .01 Wetland and Habitat Delineation
  - .02 Wildlife Observations
  - .03 Community Characterization
  - .04 Identification of Endangered Species
  - .05 Biota Sampling/Population Studies
- .09 Collect Contaminated Building Samples
- .10 Disposal of Investigation-Derived Waste
- .08 Preliminary Design
  - .01 Preliminary Design
    - .01 Recommend Project Delivery Strategy and Scheduling
    - .02 Prepare Preliminary Construction Schedule
    - .03 Prepare Specifications Outline
    - .04 Prepare Preliminary Drawings
    - .05 Prepare Basis of Design Report/Design Analysis
    - .06 Prepare Preliminary Cost Estimate
  - .02 Describe Variances with ROD
  - .03 Land Acquisition/Easement Requirements
    - .01 Identify need for, and locations
    - .02 Provide Technical Support in Land Acquisition Efforts
  - .04 Conduct and/or assist in Value Engineering (VE) screening
  - .05 Respond to Design Review Comments
  - .06 Participate in Preliminary Design Reviews/Briefing
- .10 Intermediate Design
  - .01 Update Construction Schedule
  - .02 Prepare Preliminary Specifications
  - .03 Prepare Intermediate Drawings
  - .04 Prepare Basis of Design Report/Design Analysis
  - .05 Prepare Revised Cost Estimate
  - .06 Participate in Intermediate Design Review/Briefing
  - .07 Perform VE Study and Report Recommendations
  - .08 Describe Variances with ROD
  - .09 Respond to Design Review Comments
- .11 Prefinal/Final Design
  - .01 Prepare Prefinal Design Specifications
  - .02 Prepare Prefinal Drawings
  - .03 Prepare Basis of Design Report/Design Analysis
  - .04 Prepare Revised Cost Estimate
  - .05 Prepare 100-Percent Design Submittal
  - .06 Participate in Prefinal/Final Design Review

- .07 Prepare Subcontract Award Document(s)
- .08 Perform Biddability (offerability) and Constructability Reviews
- .09 Prepare Revised Project Delivery Strategy
- .10 Document VE Modifications
- .11 Draft O&M Manual
- .12 Prepare Construction QA Plan
- .12 Post Remedial Design Support
  - .01 Prebid (Presolicitation) Activities
    - .01 Printing & Distribution of Contract Documents
    - .02 Advertising/Soliciting of Bids
      - .01 Prebid (presolicitation) meetings
      - .02 Resolution of inquiries/Issuing Addenda
      - .03 On-site visits
  - .02 Preaward Activities
    - .01 Receipt of Bids (offers)
      - .01 Determination of responsive, responsible bidders (offerors)
      - .02 Perform Reference checks
      - .03 Bid (offer) Tabulation
      - .04 Bid (offer) Analysis
    - .02 Receipt of follow-up items from lowest responsible bidder (offeror)
    - .03 Review of EEO, MBE requirements, SDB subcontracting plans
  - .03 Update Site-Specific Plans
    - .01 Modify Site Management Plan (if necessary)
    - .02 Modify Sampling & Analysis Plan (if necessary)
    - .03 Modify Health & Safety Plan (if necessary)
    - .04 Modify Community Relations Plan (if necessary)
- .13 Task order Close Out
  - .01 Return Documents to Government
  - .02 File Duplication/Distribution/Storage
  - .03 File Archiving
  - .04 Microfiche/Microfilm/Optical Disk
  - .05 Prepare Closeout Report

### **Attachment 3 Regulations and Guidance Documents**

The following list, although not comprehensive, comprises many of the regulations and guidance documents that apply to the RD process:

1. American National Standards Practices for Respiratory Protection. American National Standards Institute Z88.2-1980, March 11, 1981.
2. ARCS Construction Contract Modification Procedures September 89, OERR Directive 9355.5-01/FS.
3. CERCLA Compliance with Other Laws Manual, Two Volumes, U.S. EPA, Office of Emergency and Remedial Response, August 1988 (DRAFT), OSWER Directive No. 9234.1-01 and -02.
4. Community Relations in Superfund — A Handbook, U.S. EPA, Office of Emergency and Remedial Response, June 1988, OSWER Directive No. 9230.0-3B.
5. A Compendium of Superfund Field Operations Methods, Two Volumes, U.S. EPA, Office of Emergency and Remedial Response, EPA/540/P-87/001a, August 1987, OSWER Directive No. 9355.0-14.
6. Construction Quality Assurance for Hazardous Waste Land Disposal Facilities, U.S. EPA, Office of Solid Waste and Emergency Response, October 1986, OSWER Directive No. 9472.003.
7. Contractor Requirements for the Control and Security of RCRA Confidential Business Information, March 1984.
8. The Data Quality Objectives Process for Superfund: Interim Final Guidance, U.S. EPA, EPA/540/R-93/071, September 1993.
9. Engineering Support Branch Standard Operating Procedures and Quality Assurance Manual, U.S. EPA Region IV, Environmental Services Division, April 1, 1986 (revised periodically).
10. EPA NEIC Policies and Procedures Manual, EPA-330/9-78-001-R, May 1978, revised November 1984.
11. Federal Acquisition Regulation, Washington, DC: U.S. Government Printing Office (revised periodically).
12. Guidance for Conducting Remedial Investigations and Feasibility Studies Under CERCLA, Interim Final, U.S. EPA, Office of Emergency and Remedial Response, October 1988, OSWER Directive No. 9355.3-01.
13. Guidance on EPA Oversight of Remedial Designs and Remedial Actions Performed by Potential Responsible Parties, U.S. EPA Office of Emergency and Remedial Response, EPA/540/G-90/001, April 1990.
14. Guidance on Expediting Remedial Design and Remedial Actions, EPA/540/G-90/006, August 1990.
15. Guidance on Remedial Actions for Contaminated Ground Water at Superfund Sites, U.S. EPA Office of Emergency and Remedial Response (DRAFT), OSWER Directive No. 9283.1-2.
16. Guide for Conducting Treatability Studies Under CERCLA, U.S. EPA, Office of Emergency and Remedial Response, Prepublication version.
17. Guide to Management of Investigation-Derived Wastes, U.S. EPA, Office of Solid Waste and Emergency Response, Publication 9345.3-03FS, January 1992.
18. Guidelines and Specifications for Preparing Quality Assurance Project Plans, U.S. EPA, Office of Research and Development, Cincinnati, OH, QAMS-004/80, December 29, 1980.
19. Health and Safety Requirements of Employees Employed in Field Activities, U.S. EPA, Office of Emergency and Remedial Response, July 12, 1982, EPA Order No. 1440.2.
20. Interim Guidance on Compliance with Applicable of Relevant and Appropriate Requirements, U.S. EPA, Office of Emergency and Remedial Response, July 9, 1987, OSWER Directive No. 9234.0-05.
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32. Scoping the Remedial Design (Fact Sheet), February 1995, OSWER Publ. 9355-5-21 FS.
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36. Structure and Components of 5-Year Reviews, OSWER Directive No. 9355.7-02, May 23, 1991. [Guidance, p. 3-5]
37. Superfund Guidance on EPA Oversight of Remedial Designs and Remedial Actions Performed by Potentially Responsible Parties, April 1990, EPA/540/G-90/001.
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43. USEPA Contract Laboratory Program Statement of Work for Organic Analysis, U.S. EPA, Office of Emergency and Remedial Response, February 1988.
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45. Value Engineering (Fact Sheet), U.S. EPA, Office of Solid Waste and Emergency Response, Publication 9355.5-03FS, May 1990.

## **Attachment 4**

[illegible]



## TRANSMITTAL REGISTER

[illegible]



ORDER FOR SUPPLIES OR SERVICES						PAGE OF PAGES		
IMPORTANT: Mark all packages and papers with contract and/or order numbers.						1	2	
1. DATE OF ORDER 08/25/2010		2. CONTRACT NO. (If any) EP-S4-08-03		6. SHIP TO:				
3. ORDER NO. EP-DTO4-00015		4. REQUISITION/REFERENCE NO. PR-R4-10-00273		a. NAME OF CONSIGNEE REGION 4				
5. ISSUING OFFICE (Address correspondence to) REGION 4 US ENVIRONMENTAL PROTECTION AGENCY ATLANTA FEDERAL CENTER 61 FORSYTH STREET SW ATLANTA GA 30303-3104				b. STREET ADDRESS US ENVIRONMENTAL PROTECTION AGENCY ATLANTA FEDERAL CENTER 61 FORSYTH STREET SW				
				c. CITY ATLANTA		d. STATE GA	e. ZIP CODE 30303-3104	
7. TO: NA				f. SHIP VIA				
a. NAME OF CONTRACTOR JM WALLER ASSOCIATES INC DBA JMW				8. TYPE OF ORDER				
b. COMPANY NAME				<input type="checkbox"/> a. PURCHASE		<input checked="" type="checkbox"/> b. DELIVERY		
c. STREET ADDRESS 11325 RANDOM HILLS RD STE 210				REFERENCE YOUR:		Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.		
d. CITY FAIRFAX				e. STATE VA	f. ZIP CODE 22030			
9. ACCOUNTING AND APPROPRIATION DATA See Schedule				10. REQUISITIONING OFFICE RECONSTRUCT ORIGINATING OFFICE				
11. BUSINESS CLASSIFICATION (Check appropriate box(es))						12. F.O.B. POINT Destination		
<input type="checkbox"/> a. SMALL <input type="checkbox"/> b. OTHER THAN SMALL <input type="checkbox"/> c. DISADVANTAGED <input checked="" type="checkbox"/> g. SERVICE-DISABLED VETERAN-OWNED <input type="checkbox"/> d. WOMEN-OWNED <input type="checkbox"/> e. HUBZone <input type="checkbox"/> f. EMERGING SMALL BUSINESS								
13. PLACE OF		14. GOVERNMENT B/L NO.		15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date)		16. DISCOUNT TERMS		
a. INSPECTION Destination		b. ACCEPTANCE Destination						
17. SCHEDULE (See reverse for Rejections)								
ITEM NO. (a)	SUPPLIES OR SERVICES (b)			QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	DUNS Number: 627009152 Flash Cleaners RD (015-RDRD-A4JN) TOPO: MCLARK12 Max Expire Date: 12/30/2011  Continued ...							
18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.		\$20,000.00		17(h) TOTAL (Cont. pages)
21. MAIL INVOICE TO:								
a. NAME		RTP FINANCE CENTER						17(i) GRAND TOTAL
b. STREET ADDRESS (or P.O. Box)		US ENVIRONMENTAL PROTECTION AGENCY RTP-FINANCE CENTER MAIL DROP D143-02 109 TW ALEXANDER DRIVE						
c. CITY DURHAM		d. STATE NC	e. ZIP CODE 27711		\$20,000.00			
22. UNITED STATES OF AMERICA BY (Signature)				23. NAME (Typed) Michael E. Allen TITLE: CONTRACTING/ORDERING OFFICER				

**ORDER FOR SUPPLIES OR SERVICES  
SCHEDULE - CONTINUATION**

PAGE NO

2

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER

CONTRACT NO.

ORDER NO.

08/25/2010

EP-S4-08-03

EP-DT04-00015

ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
0001	<p>Admin Office: REGION 4 US ENVIRONMENTAL PROTECTION AGENCY ATLANTA FEDERAL CENTER 61 FORSYTH STREET SW ATLANTA GA 30303-3104</p> <p>Accounting Info: 10-TCD-4AD0P-302DD2C-2505-A4JNRD01-C001-104A DT0030-001 BFY: 10 Fund: TCD Budget Org: 4AD0P Program (PRC): 302DD2C Budget (BOC): 2505 Job #: A4JNRD01 Cost: C001 DCN - Line ID: 104ADT0030-001 Period of Performance: 08/25/2010 to 12/30/2011</p> <p>FLASH CLEANERS RD EP-S4-08-03</p> <p>The obligated amount of award: \$20,000.00. The total for this award is shown in box 17(i).</p>				20,000.00	

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$20,000.00

## **TASK ORDER PROVISIONS**

**Contract:** EP-S4-08-03, **Task Order Number:** 0015

### **Background**

This action initiates a new Remedial Design (RD) task order for the Flash Cleaners (015-RDRD-A4JN) in accordance with the attached statement of work and the terms and conditions of Clause G.9., Ordering Methods, of the basic contract.

### **Task Order Funding Ceiling**

An initial task order funding ceiling of \$20,000.00 is hereby established for a site visit, scoping meeting, review of existing information and development of the RD task order work plan under Task 1 (Project Planning). The contractor shall acknowledge receipt of this task order within five (5) calendar days and shall prepare and forward to the Contracting Officer within fifteen (15) business days, a written task order work plan proposal.

### **Task Order Incremental Funding**

The amount of task order funding currently available for Task 1 (Project Planning) is \$20,000.00. The contractor shall not make expenditures or incur obligations under this task order in excess of the ceiling price of \$20,000.00, except at the contractor's own risk.

When the contractor has reason to believe that the costs for this task order, which will accrue in the next thirty (30) days, will bring the total cost of this task order over seventy five (75) percent of the available funding specified in the task order, the contractor shall notify the Contracting Officer. Additional funding as needed shall be provided incrementally through a task order modification to fund the contractor's task order proposal.

### **EPA Contacts:**

#### **Contract Level COR**

Meredith Clark  
(404) 562-8919

#### **Task Order COR**

Barbara Alfano  
(404) 562-8923

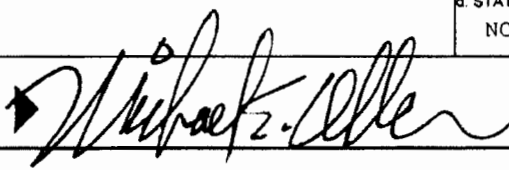
#### **Contract Specialist**

Mark Benson  
(404) 562-8324

#### **Contracting Officer**

Michael E. Allen  
(404) 562-8393



ORDER FOR SUPPLIES OR SERVICES								PAGE OF PAGES	
IMPORTANT: Mark all packages and papers with contract and/or order numbers.								1	2
1. DATE OF ORDER 04/20/2011		2. CONTRACT NO. (If any) EP-S4-08-03			6. SHIP TO:				
3. ORDER NO. 0023		4. REQUISITION/REFERENCE NO PR-OAR-11-00849			a. NAME OF CONSIGNEE  Region 4				
5. ISSUING OFFICE (Address correspondence to) Region 4 US Environmental Protection Agency Atlanta Federal Center 61 Forsyth Street, SW Atlanta GA 30303-3104					b. STREET ADDRESS US Environmental Protection Agency Atlanta Federal Center 61 Forsyth Street, SW				
					c. CITY Atlanta		d. STATE GA	e. ZIP CODE 30303-3104	
7 TO: NA					f. SHIP VIA				
a. NAME OF CONTRACTOR J.M. WALLER ASSOCIATES INC DBA: JMWA					8. TYPE OF ORDER				
b. COMPANY NAME					<input type="checkbox"/> a. PURCHASE		<input checked="" type="checkbox"/> b. DELIVERY		
c. STREET ADDRESS 11325 RANDOM HILLS RD STE 210					REFERENCE YOUR:		Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.		
d. CITY Fairfax					e. STATE VA	f. ZIP CODE 22030			
9. ACCOUNTING AND APPROPRIATION DATA See Schedule					10. REQUISITIONING OFFICE Reconstruct Originating Office				
11. BUSINESS CLASSIFICATION (Check appropriate box(es))								12. F.O.B. POINT	
<input type="checkbox"/> a. SMALL <input type="checkbox"/> b. OTHER THAN SMALL <input type="checkbox"/> c. DISADVANTAGED <input checked="" type="checkbox"/> g. SERVICE-DISABLED VETERAN-OWNED <input type="checkbox"/> d. WOMEN-OWNED <input type="checkbox"/> e. HUBZone <input type="checkbox"/> f. EMERGING SMALL BUSINESS								Destination	
13. PLACE OF				14. GOVERNMENT B/L NO.		15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date)		16. DISCOUNT TERMS	
a. INSPECTION Destination		b. ACCEPTANCE Destination							
17. SCHEDULE (See reverse for Rejections)									
ITEM NO. (a)	SUPPLIES OR SERVICES (b)				QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	DUNS Number: 627009152 Eastern Kentucky RD TOPO: MCLARK12 Max Expire Date: 05/30/2012  Continued ...								
18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT			20. INVOICE NO.		17(h) TOTAL (Cont. pages)		
21. MAIL INVOICE TO:									
a. NAME		RTP Finance Center					\$50,000.00		17(i) GRAND TOTAL
b. STREET ADDRESS (or P.O. Box)		US Environmental Protection Agency RTP-Finance Center Mail Drop D143-02 109 TW Alexander Drive							
c. CITY		d. STATE		e. ZIP CODE					
Durham		NC		27711					
22. UNITED STATES OF AMERICA BY (Signature) 					23. NAME (Typed) Michael E. Allen TITLE: CONTRACTING/ORDERING OFFICER				

**ORDER FOR SUPPLIES OR SERVICES  
SCHEDULE - CONTINUATION**

PAGE NO

2

**IMPORTANT:** Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER  
04/20/2011

CONTRACT NO.  
EP-S4-08-03

ORDER NO.  
0023

ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
0001	<p>Admin Office: Region 4 US Environmental Protection Agency Atlanta Federal Center 61 Forsyth Street, SW Atlanta GA 30303-3104 Period of Performance: 04/20/2011 to 05/30/2012</p> <p>Contract Ceiling and Funding for BASE Period</p> <p>Contract Ceiling for BASE Period</p> <p>Accounting Info: 11-12-B-27C-105A46C-2505-112711C010-00 1 BFY: 11 EFY: 12 Fund: B Budget Org: 27C Program (PRC): 105A46C Budget (BOC): 2505 DCN - Line ID: 112711C010-001 Funding Flag: Partial Funded: \$15,000.00 Accounting Info: 11-12-B-27C-101A45C-2505-112711C010-00 2 BFY: 11 EFY: 12 Fund: B Budget Org: 27C Program (PRC): 101A45C Budget (BOC): 2505 DCN - Line ID: 112711C010-002 Funding Flag: Partial Funded: \$35,000.00</p> <p>The obligated amount of award: \$50,000.00. The total for this award is shown in box 17(i).</p>				50,000.00	

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$50,000.00



## **TASK ORDER PROVISIONS**

**Contract:** EP-S4-08-03, **Task Order Number:** 0023

### **Background**

This action initiates a new Remedial Design (RD) task order for the Eastern Kentucky Pilot Project in accordance with the attached statement of work and the terms and conditions of Clause G.9., Ordering Methods, of the basic contract.

### **Task Order Funding Ceiling**

An initial task order funding ceiling of \$50,000.00 is hereby established for a site visit, scoping meeting, review of existing information and development of the RD task order work plan under Task 1 (Project Planning). The contractor shall acknowledge receipt of this task order within five (5) calendar days and shall prepare and forward to the Contracting Officer within twenty (20) business days, a written task order work plan proposal.

### **Task Order Incremental Funding**

The amount of task order funding currently available for Task 1 (Project Planning) is \$50,000.00. The contractor shall not make expenditures or incur obligations under this task order in excess of the ceiling price of \$50,000.00, except at the contractor's own risk.

When the contractor has reason to believe that the costs for this task order, which will accrue in the next thirty (30) days, will bring the total cost of this task order over seventy five (75) percent of the available funding specified in the task order, the contractor shall notify the Contracting Officer. Additional funding as needed shall be provided incrementally through a task order modification to fund the contractor's task order proposal.

### **EPA Contacts:**

#### **Contract Level COR**

Meredith Clark  
(404) 562-8919

#### **Task Order COR**

Anne Keller  
(404) 562-9237

#### **Contract Specialist**

Mark Benson  
(404) 562-8324

#### **Contracting Officer**

Michael E. Allen  
(404) 562-8393

**STATEMENT OF WORK  
FOR REMEDIAL DESIGN  
Eastern Kentucky Pilot Project**

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# **STATEMENT OF WORK FOR REMEDIAL DESIGN Eastern Kentucky Pilot Project**

**Contract No: EP-S4-08-03**

## **PURPOSE**

The purpose of this task order is to prepare a remedial design (RD) of the selected remedy as defined in this statement of work (SOW) sets forth the framework and requirements for conducting design activities at the Eastern Kentucky site. The RD is generally defined as those activities to be undertaken by the contractor to develop the final plans and specifications, general provisions, and special requirements necessary to be constructed under the implementation phase.

## **SITE DESCRIPTION**

The purpose of this project is to improve the ability of traditionally underserved communities to leverage multiple sources of federal and private investment for sustainable development that addresses existing economic, social and environmental problems. Sustainable development is investment in on-the-ground solutions that combine: a) environmental protection, including both clean-up of past contamination and investment in clean technologies, practices, or industries; b) economic development investments in training or infrastructure to support specific fields or industries that truly improve the triple bottom line of economic health, environmental health, and social capital, and; c) improvements in energy efficiency. A successful overall sustainable development project will create cleaner air, water, and/or land, reduce energy usage and costs, and create many opportunities for long-term jobs, career paths, and clean industries for people living in and near superfund communities.

This project will meet these goals by supporting the development of the wastewater treatment system of a pilot locally designed and -manufactured for energy efficient home development in the Appalachian region of eastern Kentucky. This project will involve a number of other federal agencies, state and local agencies, non-profit organizations, and existing businesses such as Kentucky Highlands Investment Corporation, Housing and Urban Development and the Department of Energy.

## **GENERAL REQUIREMENTS**

This task order that requires the contractor to complete the RD that supports the successful design of the objectives and performance criteria specified in this SOW. The Contractor shall furnish all necessary and appropriate personnel, materials, and services needed for, or incidental to, performing and completing the remedial design in accordance SOW requirements.

In performing this task order, the contractor shall prepare a design package, plans, and specifications to:

- X Implement a decentralized onsite, energy efficient wastewater treatment system for an Eastern Kentucky site located in EPA, Region 4.**

This SOW and accompanying work breakdown structure (WBS) (Attachment 2) is provided as a format for the contractor to structure its proposed approach and cost estimate. Use the WBS in cost estimate preparation, and technical and cost tracking and reporting under this task order.

In conducting the task order, EPA expects the contractor to propose and implement the most appropriate and cost-effective procedures and methodologies using accepted engineering practices and controls. Throughout the performance of this task order, EPA expects the contractor to be responsible for performing services and providing products at the lowest reasonable cost. If there are changes to the SOW by the government, the government will issue a formal amendment to the SOW and negotiate the cost of the amendment with the contractor to form a new cost estimate.

A summary of the potential major deliverables and proposed schedule for submittals is in Attachment 1. This summary and schedule can be used as the basis for the contractor's proposed deliverables and schedules included in the work plan.

Communicate at least weekly with the task order manager (TOM), either in face-to-face meetings or through conference calls. Document all decisions that are made in meetings and conversations with EPA. This documentation should be submitted to the COR within five (5) working days of the meeting or conversation.

EPA will provide oversight of contractor activities throughout the RD. EPA review and approval of deliverables is a tool to assist this process and to satisfy, in part, EPA's responsibility to provide effective protection of public health, welfare, and the environment. EPA will review deliverables to assess the likelihood that the RD will achieve its goals and that its performance and operations requirements have been correctly identified. Acceptance of plans and specifications by EPA does not relieve the contractor from responsibility for the adequacy of the design or its professional responsibilities.

#### RECORD KEEPING REQUIREMENTS

Maintain all technical and financial records for the RD in accordance with the contract. At the completion of the task order, submit an official record of the RD in electronic format to the TOM.

#### US EPA PRIMARY CONTACT

The primary contact for this task order is Anne Keller. He/she can be reached at (404) 562-9237, or via e-mail at [keller.anne@epa.gov](mailto:keller.anne@epa.gov). Her mailing address is US EPA Region 4, 61 Forsyth Street, Office of Policy and Management, Atlanta GA 30303. The secondary contact is Meredith Clark. She can be reached at (404) 562-8919, or via e-mail at [clark.meredith@epa.gov](mailto:clark.meredith@epa.gov).

#### TASK ORDER COMPLETION DATE AND PROJECT CLOSEOUT

The goal is to complete this task order May 30, 2012. At the completion of the task order, perform all necessary project closeout activities as specified in the contract. These activities include closing out any subcontracts, indexing and consolidating project records and files as required above, and providing a technical and financial closeout report to EPA.

### RD Work Planning

#### WORK PLAN

WBS: 1.1

Prepare and submit a RD work plan that includes a detailed description of implementation activities, performance monitoring, and overall management strategy, including optimization, for the design. Typical activities involved in preparing the work plan include, but are not limited to, the following:

- X Contacting the TOM within five calendar days after receipt of the task order to schedule the scoping meeting to be held at the U.S. EPA Region 4 office, Atlanta, GA. Regional personnel will be available to meet with the contractor 20 calendar days after the initial scoping meeting to discuss and clarify any issues the contractor may have regarding this project. Contact the TOM to schedule this meeting at least five working days before the proposed meeting date.
- X Conducting a site visit with the TOM during the design planning phase to assist in developing an understanding of the site and any logistics
- X Preparing and submitting a final work plan within 15 calendar days after the scoping meeting. The work plan shall include a detailed description of the technical approach for activities in accordance with the SOW. Specify the necessary procedures, inspections, deliverables, and schedules. Include a comprehensive implementation management schedule for completion of each major activity and submittal.

- X Preparing the estimated cost to complete the task order, including subcontractor costs, for each element of the SOW; providing a breakdown of the cost by task and subtask levels, in accordance with the contract work breakdown structure (WBS).
- X Negotiating and preparing a revised work plan, if the contractor fails to meet the Region's minimum standards. Note that EPA does not anticipate a need to re-negotiate with the contractor nor to require the contractor to revise the work plan.
- X Providing conflict of interest disclosure.

## **Project Management and Reporting**

### **PROJECT MANAGEMENT**

WBS: 1.4

Perform activities required to effectively manage the task order. These activities typically include, but are not limited to, the following:

- X Monitoring costs and progress.
- X Preparing and submitting monthly progress reports that document monthly and cumulative cost, performance status, and technical progress.
- X Preparing and submitting monthly invoices in accordance with the level of detail as specified in the contract.
- X Participating in meetings and preparing and submitting meeting summaries.
- X Accommodating any external audit or review mechanism that EPA requires.
- X Evaluating existing data, including usability, when directed by EPA.
- X Reviewing background documents as directed by EPA.
- X Attending EPA-held training.

### **COMMUNITY INVOLVEMENT (CR)**

WBS: 2

Perform community involvement activities in support of EPA throughout the design to include, but are not limited to, the following:

- X Providing public meeting and/or open house support.
- X Preparing fact sheets, notices and other informational documents.
- X Providing support for proposed design.
- X Publishing public notices in local newspapers serving the site community.
- X Developing and updating site mailing lists.
- X Providing administrative and technical support for responsiveness to the community.
- X Preparing presentation materials.

- X Providing technical support to review Community Involvement deliverables and participate in public meetings.

### **Preliminary Design Package**

#### **PRELIMINARY DESIGN (PD)**

**WBS: 8**

Prepare the preliminary design for a decentralized onsite, energy efficient wastewater treatment system. Typical components include, but are not limited to, the following:

- X Analyze feasible alternatives for a decentralized onsite, energy efficient wastewater treatment system.
- X Recommended project delivery strategies and scheduling, including owner's responsibility of the systems' management, operation, maintenance, and monitoring.
- X Preliminary construction schedule.
- X Outline of General Specifications.
- X Conceptual Design.
- X Design Criteria Report.
- X Preliminary cost estimates including life cycle cost, charge determination, and energy consumption
- X Preliminary cost estimates for decentralized system in other regions.

### **Pre-Final Design Package**

#### **PRE-FINAL/FINAL DESIGN (FD)**

**WBS: 11**

Prepare the Pre-final/Final Design. Typical components include, but are not limited to, the following:

- X Pre-final/Final Design Specifications.
- X Pre-final/Final Drawings and Schematics.
- X Pre-final/Final Design Criteria Report.
- X A pre-final/final design review/briefing for EPA.
- X Biddability (offerability), operability, constructability, claims prevention, and environmental compliance reviews.
- X Revised Project Delivery Strategy.
- X 100% design submittal, which shall include the final plans and specifications in reproducible format, final cost estimate, and a schedule of the overall implementation.

TASK ORDER CLOSEOUT (CO)

WBS: 14

Perform the necessary activities to close out the task order in accordance with contract requirements. Typical activities include but are not limited to, the following:

- X Packaging and returning documents to the government.
- X Duplicating/distribution/storage of files.
- X Archiving files in accordance with Federal Record Center requirements.
- X Preparing microfiche/microfilm/optical disk or other EPA-approved data storage technology.
- X Preparing the closeout report in accordance with Regional guidance or other procedures as specified in the task order.

**Attachment 1 - Summary of Major Submittals for the Remedial Design at EASTERN KENTUCKY**

<b>DELIVERABLE</b>	<b>NO. OF COPIES</b>	<b>DUE DATE (calendar days)</b>	<b>EPA REVIEW PERIOD</b>
Remedial Design Work Plan	3	15 business days after initiation of task order (TO) or 45 days after scoping meeting for final work plan	45 days after receipt
Fact Sheets	3	As needed	21 days after receipt of fact sheet
Preliminary Design	3	80 days after RD work plan approved	60 days after receipt
Pre-final Design Package	3	15 days after intermediate design approved	20 days after receipt of plans & specs
Final Design Package	3	20 days after pre-final design comments received	NA



## **Attachment 2 - Work Breakdown Structure (WBS) for Remedial Design (RD)**

### **Task 1 Project Planning and Support**

**(PP)**

- 1.1 Project planning.
  - 1.1.1 Attend scoping meeting.
  - 1.1.2 Conduct site visit.
  - 1.1.3 Develop Work Plan and cost estimate
  - 1.1.4 Negotiate Work Plan and Cost Estimate.
  - 1.1.5 Provide conflict of interest disclosure.
- 1.4 Project management.
  - 1.4.1 Monitor costs and prepare periodic status reports.
  - 1.4.2 Participate in meetings/communicate routinely/prepare meeting notes.
  - 1.4.4 Accommodate any external audit or review mechanism that EPA shall require.
  - 1.4.5 Evaluate existing data, including usability, when directed by EPA.
  - 1.4.7 Review background documents as directed by EPA.
  - 1.4.8 Attend EPA-held training.

### **Task 2 Community Involvement**

- 2.3 Provide public meeting and/or open house support.
- 2.4 Prepare fact sheets, notices and other informational documents.
- 2.5 Provide support for proposed design.
- 2.7 Publish public notices in local newspapers serving the site community.
- 2.9 Develop and update site mailing list.
- 2.10 Provide administrative and technical support for Responsiveness
- 2.11 Prepare presentation materials.
- 2.13 Provide technical support to review Community Involvement deliverables and participate in public meetings.

### **Task 8 Preliminary Design**

**(PD)**

- 8.1 Prepare preliminary design.
  - 8.1.1 Recommended project delivery strategy and scheduling, including project acceleration strategies.
  - 8.1.2 Preliminary construction schedule.
  - 8.1.3 Outline of General Specifications.
  - 8.1.4 Preliminary drawings.
  - 8.1.5 Design Criteria Report.
  - 8.1.6 Basis of design report.
  - 8.1.7 Preliminary cost estimates.

### **Task 11 Pre-Final/Final Design**

**(FD)**

- 11.2 Pre-final/final design specifications.
- 11.3 Pre-final/final drawings and schematics.
- 11.4 Pre-final/final Design Criteria Report.
- 11.5 Pre-final/final Basis of design report.
- 11.10 Pre-final/final Revised cost estimates
- 11.11 A pre-final/final design review/briefing for EPA.
- 11.12 Biddability (offerability), operability, constructability, claims prevention, and environmental compliance reviews.
- 11.13 Revised Project Delivery Strategy.

### **Task 14 Task order Closeout**

**(CO)**

- 14.1 Package and return documents to the government.
- 14.2 Duplicate, distribute, and store files.
- 14.3 Archive files in accordance with Federal Record Center requirements.
- 14.4 Produce microfiche/microfilm/optical disk or other EPA-approved storage format.
- 14.5 Prepare the Task order Closeout Report (TOCR).

### Attachment 3 - Regulations and Guidance Documents

The following list, although not comprehensive, consists of many of the regulations and guidance documents that apply to the RD process:

1. CERCLA Compliance with Other Laws Manual, Two Volumes, U.S. EPA, Office of Emergency and Remedial Response, August 1988 (DRAFT), OSWER Directive No. 9234.1-01 and -02.
2. Community Relations in Superfund - A Handbook, U.S. EPA, Office of Emergency and Remedial Response, January 1992, OSWER Directive No. 9230.0-3C.
3. The Data Quality Objectives Process for Superfund: Interim Final Guidance, U.S. EPA, EPA/540/R-93/071, September 1993.
4. Federal Acquisition Regulation, Washington, DC: U.S. Government Printing Office (revised periodically).
5. Guidance on Expediting Remedial Design and Remedial Actions, EPA/540/G-90/006, August 1990.
6. Guidance on Remedial Actions for Contaminated Ground Water at Superfund Sites, U.S. EPA Office of Emergency and Remedial Response (DRAFT), OSWER Directive No. 9283.1-2.
7. Guide to Management of Investigation-Derived Wastes, U.S. EPA, Office of Solid Waste and Emergency Response, Publication 9345.3-03FS, January 1992.
8. Interim Guidance on Compliance with Applicable of Relevant and Appropriate Requirements, U.S. EPA, Office of Emergency and Remedial Response, July 9, 1987, OSWER Directive No. 9234.0-05.
9. National Oil and Hazardous Substances Pollution Contingency Plan; Final Rule, Federal Register 40 CFR Part 300, March 8, 1990.
10. Permits and Permit Equivalency Processes for CERCLA On-Site Response Actions, February 19, 1992, OSWER Directive 9355.7-03.
11. Procedures for Completion and Deletion of NPL Sites, U.S. EPA, Office of Emergency and Remedial Response, April 1989, OSWER Directive No. 9320.2-3A.
12. Quality in the Constructed Project: A Guideline for Owners, Designers and Constructors, Volume 1, Preliminary Edition for Trial Use and Comment, American Society of Civil Engineers, May 1988.
13. *Remedial Design/Remedial Action (RD/RA) Handbook*, U.S. EPA, Office of Solid Waste and Emergency Response (OSWER), 9355.0-04B, EPA 540/R-95/059, June 1995.
14. Scoping the Remedial Design (Fact Sheet), February 1995, OSWER Publ. 9355-5-21 FS.
15. Standards for the Construction Industry, Code of Federal Regulations, Title 29, Part 1926, Occupational Health and Safety Administration.
16. Standards for General Industry, Code of Federal Regulations, Title 29, Part 1910, Occupational Health and Safety Administration.
17. Superfund Guidance on EPA Oversight of Remedial Designs and Remedial Actions Performed by Potentially Responsible Parties, April 1990, EPA/540/G-90/001.
18. Superfund Response Action Contracts (Fact Sheet), May 1993, OSWER Publ. 9242.2-08FS.
19. Treatability Studies Under CERCLA, Final. U.S. EPA, Office of Solid Waste and Emergency Response, EPA/540/R-92/071a, October 1992.
20. Value Engineering (Fact Sheet), U.S. EPA, Office of Solid Waste and Emergency Response, Publication 9355.5-03FS, May 1990.

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See the following guidance documents for more information on performance-based contracting:

10. A Guide to Best Practices for Performance-Based Service Contracting, Office of Federal Procurement Policy, April 1996.
11. A Guide to Best Practices for Performance-Based Service Contracting, Final Edition, Office of Federal Procurement Policy, October 1998.
12. Performance-Based Contracting (Fact Sheet), U.S. EPA, Office of Emergency and Remedial Response, Draft February 1999.
13. Policy Letter 91-2, To The Heads of Executive Agencies and Departments, April 9, 1991.

## Attachment 4 - Transmittal Of Documents For Acceptance By EPA

TRANSMITTAL OF DOCUMENTS FOR ACCEPTANCE BY EPA		DATE:	TRANSMITTAL NO.
TO:		FROM:	G New Transmittal G Re-submittal of Transmittal No. _____
SUBTASK NO.	DELIVERABLE	NO. OF COPIES	REMARKS
ACCEPTANCE ACTION			
DOCUMENTS FOUND ACCEPTABLE (LIST BY SUBTASK NO.)		NAME/TITLE/SIGNATURE OF REVIEWER  DATE	



ORDER FOR SUPPLIES OR SERVICES						PAGE OF PAGES		
IMPORTANT: Mark all packages and papers with contract and/or order numbers.						1	2	
1. DATE OF ORDER 08/31/2011		2. CONTRACT NO. (If any) EP-S4-08-03		6. SHIP TO				
3. ORDER NO. 0025		4. REQUISITION/REFERENCE NO. PR-R4-11-00779		a. NAME OF CONSIGNEE  Region 4				
5. ISSUING OFFICE (Address correspondence to) Region 4 US Environmental Protection Agency Atlanta Federal Center 61 Forsyth Street, SW Atlanta GA 30303-3104				b. STREET ADDRESS US Environmental Protection Agency Atlanta Federal Center 61 Forsyth Street, SW				
				c. CITY Atlanta		d. STATE GA	e. ZIP CODE 30303-3104	
7. TO: NA				f. SHIP VIA				
a. NAME OF CONTRACTOR J M WALLER ASSOCIATES INC				8. TYPE OF ORDER				
b. COMPANY NAME				a. PURCHASE REFERENCE YOUR:		X. b. DELIVERY		
c. STREET ADDRESS 11325 RANDOM HILLS RD STE 210				Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet, if any, including delivery as indicated.		Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.		
d. CITY Fairfax								
e. STATE VA				f. ZIP CODE 22030				
9. ACCOUNTING AND APPROPRIATION DATA See Schedule				10. REQUISITIONING OFFICE Reconstruct Originating Office				
11. BUSINESS CLASSIFICATION (Check appropriate box(es))						12. F.O.B. POINT		
<input type="checkbox"/> a. SMALL <input type="checkbox"/> b. OTHER THAN SMALL <input type="checkbox"/> c. DISADVANTAGED <input type="checkbox"/> g. SERVICE-DISABLED VETERAN-OWNED <input type="checkbox"/> d. WOMEN-OWNED <input type="checkbox"/> e. HUBZone <input type="checkbox"/> f. EMERGING SMALL BUSINESS						Destination		
13. PLACE OF				14. GOVERNMENT B/L NO.		15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date)		
a. INSPECTION Destination		b. ACCEPTANCE Destination				16. DISCOUNT TERMS		
17. SCHEDULE (See reverse for Rejections)								
ITEM NO. (a)	SUPPLIES OR SERVICES (b)			QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	DUNS Number: 627009152 Aberdeen Groundwater Site (025-RDRD-A4QH) TOPO: MCLARK12 Max Expire Date: 09/30/2012  Continued ...							
18. SHIPPING POINT				19. GROSS SHIPPING WEIGHT		20. INVOICE NO.		17(h) TOTAL (Cont. pages)
21. MAIL INVOICE TO:								
a. NAME RTP Finance Center						\$0.00		17(i) GRAND TOTAL
b. STREET ADDRESS (or P.O. Box) US Environmental Protection Agency RTP-Finance Center Mail Drop D143-02 109 TW Alexander Drive								
c. CITY Durham				d. STATE NC		e. ZIP CODE 27711		
22. UNITED STATES OF AMERICA BY (Signature)						23. NAME (Typed) Michael E. Allen TITLE: CONTRACTING/ORDERING OFFICER		

**ORDER FOR SUPPLIES OR SERVICES  
SCHEDULE - CONTINUATION**

PAGE NO

2

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER  
08/31/2011

CONTRACT NO.  
EP-S4-08-03

ORDER NO.  
0025

ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
0001	<p>Admin Office: Region 4 US Environmental Protection Agency Atlanta Federal Center 61 Forsyth Street, SW Atlanta GA 30303-3104</p> <p>Accounting Info: 11-T-4AD0P-302DD2C-2505-A4QHRD01-C001-114ADT 1079-001 BFY: 11 Fund: T Budget Org: 4AD0P Program (PRC): 302DD2C Budget (BOC): 2505 Job #: A4QHRD01 Cost: C001 DCN - Line ID: 114ADT1079-001 Period of Performance: 08/31/2011 to 09/30/2012</p> <p>Contract Ceiling and Funding for BASE Period</p> <p>Contract Ceiling for BASE Period</p> <p>The obligated amount of award: \$20,000.00. The total for this award is shown in box 17(i).</p>					

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$0.00

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## **TASK ORDER PROVISIONS**

**Contract:** EP-S4-08-03, Task Order Number: 0025

### **Background**

This action initiates a new Remedial Design (RD/RD) task order for the Aberdeen Groundwater site (025-RDRD-A4QH) in accordance with the attached statement of work and the terms and conditions of Clause G.9., Ordering Methods, of the basic contract.

### **Task Order Funding Ceiling**

An initial task order funding ceiling of \$20,000.00 is hereby established for a site visit, scoping meeting, review of existing information and development of the RD task order work plan under Task 1 (Project Planning). The contractor shall acknowledge receipt of this task order within five (5) calendar days and shall prepare and forward to the Contracting Officer within fifteen (15) business days, a written task order work plan proposal.

### **Task Order Incremental Funding**

The amount of task order funding currently available for Task 1 (Project Planning) is 20,000.00. The contractor shall not make expenditures or incur obligations under this task order in excess of the ceiling price of \$20,000.00, except at the contractor's own risk.

When the contractor has reason to believe that the costs for this task order, which will accrue in the next thirty (30) days, will bring the total cost of this task order over seventy five (75) percent of the available funding specified in the task order, the contractor shall notify the Contracting Officer. Additional funding as needed shall be provided incrementally through a task order modification to fund the contractor's task order proposal.

### **EPA Contacts:**

#### **Contract Level COR**

Meredith Clark  
(404) 562-8919

#### **Task Order COR**

Jon Bornholm  
(404) 562-8820

#### **Contract Specialist**

Mark Benson  
(404) 562-8324

#### **Contracting Officer**

Michael E. Allen  
(404) 562-8393





**RACS LITE  
STATEMENT OF WORK  
FOR REMEDIAL DESIGN**

Aberdeen Contaminated Groundwater Site  
Aberdeen, Rowan County, North Carolina

August 31, 2011

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**STATEMENT OF WORK FOR  
REMEDIAL DESIGN**  
Aberdeen Contaminated Groundwater Site  
Aberdeen, Rowan County, North Carolina  
August 19, 2011

**Contract No: EP-S4-08-03**  
**Task Order No: 025-RDRD-A4QH**

**Introduction**

**PURPOSE**

The purpose of this task order is to prepare a remedial design (RD) of the selected remedy as defined in the record of decision (ROD) to be issued in September 2011. The ROD, to be issued in September 2011, defines the selected remedy. This statement of work (SOW) sets forth the framework and requirements for conducting the RD activities at Aberdeen Contaminated Groundwater Site. The RD is generally defined as those activities to be undertaken by the contractor to develop the final plans and specifications, general provisions, and special requirements necessary to translate the ROD into the remedy to be constructed under the remedial action (RA) phase. The RA is generally defined as the implementation phase of site remediation or construction of the remedy, including necessary operation and maintenance, performance monitoring, and special requirements. The RA is based on the RD to achieve the remediation goals specified in the ROD. The goal for completion of this task order is September 30, 2012.

**SITE DESCRIPTION**

The Aberdeen Contaminated Ground Water site is located along Highway 211 approximately 1½ miles east of Highway 1 in Aberdeen, Moore County, North Carolina.  
EPA's ID number for this Site is NCN 000 407 447  
EPA's Spill ID number is A4QH.

The contaminated ground water plume is roughly bordered by Highway 211 to the north, Old Pee Dee Road to the west, Blues Bridge Road to the south, and Blues Bridge Road and Crestline Lane to the east. The geographic coordinates for the Site are 35°12'24" north latitude and 79°40'25" west longitude. The Site area is a mix of industrial, commercial, and residential uses. Several of the industrialized areas have been investigated for environmental problems.

Recent analytical groundwater data confirms that two municipal wells (designated TOA 5 and TOA 8) serving the Town of Aberdeen are contaminated with trichloroethylene (TCE). The capacity of these wells is vital to the overall capacity of the Town of Aberdeen system. One well has TCE concentration higher than the Maximum Contaminant Level (MCL) allowed in drinking water. The other well has a TCE concentration below the MCL but above the Cancer Risk Screening Concentration. Aberdeen's water supply is a system of 17 wells serving over 4,600 people.

The Site is a ground water plume with no identified source area. The plume was identified during investigations of other sites and facilities in the area. These include: the Geigy Chemical Corporation (Aberdeen Plant) Superfund site, the Crestline Contaminated Well site (formerly known as the Route 211 Contaminated Well site), the former Lee Paving Company property, and the former Powder Metal Products facility.

[Type text]

Currently, EPA has not named the PMP facility as the source of the Aberdeen Contaminated Ground Water Site but this facility is the most likely candidate. While the possibility of a spill from a railroad tanker on the Aberdeen & Rockfish Railroad line has been mentioned, no documentation has been found to support this and no person has been found to confirm this either.

The analytical results indicate a migration of contamination from the surficial aquifer to the Black Creek Aquifer. Most of the water supply wells in this area of Aberdeen are screened in the Upper Black Creek aquifer and the surficial aquifer. The RI confirmed that the pesticide plume that emanated from the Geigy Chemical Superfund Site and the TCE plume associated with the Aberdeen Contaminated Groundwater Site have become comingled.

Hydrogeologic framework of the area consists of five distinct hydrogeologic units. These include an unconfined surficial aquifer, the upper and lower Black Creek aquifers, the upper Cape Fear Formation, and the saprolite-bedrock, or basement, formation. Clay units at the top of the lower Black Creek aquifer, upper Cape Fear Formation, and saprolite-bedrock aquifer act as confining layers above these units. A discontinuous clay unit at the top of the upper Black Creek aquifer creates locally perched water table condition in the overlying surficial aquifer. The surficial aquifer contains no confining units. The major water supply aquifer is the lower Black Creek aquifer.

The Cape Fear Formation does not serve as an aquifer in the vicinity of the Site, but rather serves as a confining layer over the saprolite-bedrock basement formations. The approximate thicknesses of the hydrogeologic units in the vicinity of the Site are as follows:

Surficial Aquifer	25-40 feet
Upper Black Creek Confining Layer	5-15 feet
Upper Black Creek Aquifer	8-69 feet
Lower Upper Black Creek Confining Layer	10-15 feet
Lower Black Creek Aquifer	34-86 feet
Cape Fear Confining Layer	<5 to >15 feet

The depth of the top of the Lower Black Creek aquifer is between 48 and 139 feet below land surface.

The three aquifers in the Site vicinity are interconnected as the two confining layers are absent in some locations. The Surficial Aquifer consists of sands and sandy clay beds of the Pinehurst and Middendorf Formations. This aquifer is unconfined and consists mainly of lenses of perched ground water underlain by clay beds. The clay bed base overlies the Black Creek aquifer. The surficial aquifer is widely used throughout the State for individual home wells. The aquifer is the shallowest and most susceptible to contamination from septic tank systems and other pollution sources. The Black Creek Aquifer is recognized as a regional aquifer throughout the North Carolina Coastal Plain and is the primary source of water in the Aberdeen area. Aquifer tests conducted in the Aberdeen area indicate transmissivities ranging from 1,500 to 2,000 square feet per day.

## GENERAL REQUIREMENTS

This is a term-form task order that requires the contractor to complete the RD that supports the successful construction of a remedy that meets the objectives and performance criteria specified in the ROD which is to be issued in September 2010. Conduct the RD in accordance with this SOW and consistently with the ROD to be issued in September 2011, the *Remedial Design/Remedial Action (RD/RA) Handbook* (U.S. EPA Office of Solid Waste and Emergency Response (OSWER), 9355.0-04B, EPA 540/R-95/059, June 1995), and all other guidance used by EPA in conducting an RD (Attachment 3). Furnish all necessary and appropriate personnel, materials, and services needed for, or incidental to, performing and completing the remedial design in accordance SOW requirements.

[Type text]

In performing this task order, prepare a design package, plans, and specifications to implement the following:

- Installation of additional groundwater monitoring wells/piezometers to complete the delineation of the plume and provide sufficient data to monitor the groundwater capture to be created by the groundwater extraction system;
- Installation of groundwater extraction system to capture, remove, and prevent the migration of the plume;
- Installation of the necessary piping, wiring, etc. to convey the extracted groundwater to the groundwater treatment system;
- Installation of wellhead treatment at supply wells TOA 5 and TOA 8;
- Investigate the anomalies identified by the geophysical survey conducted during the RI;
- Necessary modifications to the Geigy Groundwater Treatment Building, groundwater treatment system, and discharge system (or design a separate treatment building, groundwater treatment system, and discharge system);
- Collect the next round of groundwater samples from the appropriate monitoring/supply wells; and
- Prepare the initial monitoring program.

This SOW and accompanying work breakdown structure (WBS) (Attachment 2) is provided as a format for the contractor to structure its proposed approach and cost estimate. Use the WBS in cost estimate preparation, and technical and cost tracking and reporting under this task order.

In conducting the task order, EPA expects the contractor to propose and implement the most appropriate and cost-effective procedures and methodologies using accepted engineering practices and controls. Throughout the performance of this task order, EPA expects the contractor to be responsible for performing services and providing products at the lowest reasonable cost. If the contractor fails to meet the requirements within the negotiated costs, the government may elect to provide the contractor with additional funds to complete the task order without providing any additional fee. If there are changes to the SOW by the government, the government will issue a formal amendment to the SOW and negotiate the cost of the amendment with the contractor to form a new cost estimate.

A summary of the potential major deliverables and proposed schedule for submittals is in Attachment 1. This summary and schedule can be used as the basis for the contractor's proposed deliverables and schedules included in the work plan. Submit the major deliverables using the Transmittal of Documents for Acceptance by EPA Form (Attachment 4). The EPA Task Order Manager (TOM) will track deliverables submitted by the contractor using the Transmittal Register (Attachment 5).

Communicate at least weekly with TOM via face-to-face meetings, through conference calls, or using email. Document all decisions that are made in meetings and conversations with EPA. This documentation should be submitted to the COR within five working days of the meeting or conversation.

EPA will provide oversight of contractor activities throughout the RD. EPA review and approval of deliverables is a tool to assist this process and to satisfy, in part, EPA's responsibility to provide effective protection of public health, welfare, and the environment. EPA will review deliverables to assess the likelihood that the RD will achieve its remediation goals and that its performance and operations requirements have been correctly identified. Acceptance of plans and specifications by EPA does not relieve the contractor from responsibility for the adequacy of the design or its professional responsibilities.

[Type text]

## RECORD KEEPING REQUIREMENTS

Maintain all technical and financial records for the RD in accordance with the contract. At the completion of the task order, submit an official record of the RD in both compact disk and a hardcopy to the TOM. Provide the deliverables using electronic media.

## US EPA PRIMARY CONTACT

The primary contact for this task order is Jon Bornholm. He may be reached at (o) 404-562-88208923, (c) 404-217-8565, via facsimile at 404-562-8896, or via e-mail at bornholm.jon@epa.gov. His mailing address is US EPA Region 4, Superfund Division, SRSEB, Atlanta, GA 30303. The secondary contact is Meredith Clark. She can be reached at 404-562-8896, via facsimile 404-562-8896, or via e-mail at clark.meredith@epa.gov. Her mailing address is same as above.

## TASK ORDER COMPLETION DATE AND PROJECT CLOSEOUT

The goal is to complete this task order by September 30, 2012. At the completion of the task order, perform all necessary project closeout activities as specified in the contract. These activities include closing out any subcontracts, indexing and consolidating project records and files as required above, and providing a technical and financial closeout report to EPA.

## RD Work Planning

### WORK PLAN WBS: 1.1

Prepare and submit a RD work plan that includes a detailed description of implementation activities, performance monitoring, and overall management strategy, including optimization, for the RD. Typical activities involved in preparing the work plan include, but are not limited to, the following:

- Contacting the Task Order Manager (TOM) within five calendar days after receipt of the task order to schedule the scoping meeting to be held at the U.S. EPA Region 4 office in Atlanta, Georgia. Contact the TOM to schedule this meeting at least five working days before the proposed meeting date.
- Preparing and submitting a final RD work plan within 15 business days after the scoping meeting. The work plan shall include a detailed description of the technical approach for the RD activities in accordance with the Record of Decision. Specify the necessary procedures, inspections, deliverables, and schedules. Include a comprehensive implementation management schedule for completion of each major activity and submittal.
- Preparing the estimated cost to complete the task order, including subcontractor costs, for each element of the SOW; providing a breakdown of the cost by task and subtask levels, in accordance with the contract work breakdown structure (WBS).
- Negotiating and preparing a revised work plan, if the contractor fails to meet the Regions minimum standards.
- Providing conflict of interest disclosure.

[Type text]

#### SITE-SPECIFIC PLANS WBS: 1.2

Review all site-specific plans and prepare, update, and/or maintain plans, as necessary, for RD implementation. Incorporate the plans and procedures received from any subcontractor(s) into the overall site plan. Should the contractor fail to meet the required standards in accordance with the appropriate regulatory, and EPA guidance, prepare revised site-specific plans.

- Site Management Plan.
- Sampling and Analysis Plan (SAP) in accordance with 40 CFR 300.415(b)(4)(ii).
- Contingency Plan.
- Site-specific Health and Safety Plan (HSP) that specifies employee training, protective equipment, medical surveillance requirements, standard operating procedures, and a contingency plan in accordance with 29 CFR 1910.120(l)(1) and (l)(2). NOTE: The RI/FS HSP may be modified or use if appropriate.

#### Project Management and Reporting

#### PROJECT MANAGEMENT WBS: 1.4

Perform activities required to effectively manage the task order. These activities typically include, but are not limited to, the following:

- Monitoring costs and progress.
- Preparing and submitting monthly progress reports that document monthly and cumulative cost, performance status, and technical progress.
- Preparing and submitting monthly invoices in accordance with the level of detail as specified in the contract.
- Managing, tracking, and reporting status of site-specific equipment.
- Participating in meetings and preparing and submitting meeting summaries.
- Accommodating any external audit review mechanism that EPA requires.
- Evaluating existing data, including availability, when directed by EPA.
- Coordinating with local and emergency response teams.
- Reviewing background documents as directed by EPA.
- Attending EPA-held training.

[Type text]

## **PROJECT INITIATION**

WBS: 1.5

Perform project initiation and support that will lead to the design of a remedy that eliminates, reduces, or controls risks to human health and the environment. Typical activities include, but are not limited to, the following:

- Developing an EPA-approved laboratory quality assurance program that provides oversight of in-house and subcontracted laboratories through periodic performance evaluation sample analyses and/or on-site audits of operations and has a system of corrective actions to be used in cases where performance does not meet the standards of the program.
- Developing/reviewing qualifications of the laboratory for the given analytical requirements.
- Procuring, managing, and providing oversight of pool and team subcontracts for analytical services.

## **Preliminary Design Package**

## **FIELD INVESTIGATION/DATA ACQUISITION (FI) WBS: 3**

Acquire additional data to support remedial activities. The results of this effort as well as previous studies shall be used to define contaminant levels, other physical/chemical properties, and volume. Typical activities include, but are not limited to, the following:

- Environmental survey.
- Mobilization/demobilization.
- Test boring and monitoring well installation and development.
- Soil boring, drilling, and testing.
- Environmental sampling.
  - Groundwater sampling
  - Surface soil sampling
  - Soil boring/permeability sampling
  - Surface water and sediment sampling
  - Air monitoring
  - Biota sampling
- Physical/chemical testing (for treatment, handling or disposal).
- Field generated waste characterization and disposal in accordance with local, State and Federal regulations

## **SAMPLE ANALYSIS (SN) WBS: 4**

Analyze split samples taken to document and confirm PRP sampling results and performance. A variety of mechanisms may be used to implement this task including: field screening using mobile facilities or field portable equipment, the Contract Laboratory Program (CLP), laboratories procured under subpool or team subcontracts, the Regional Environmental Services Division (ESD), the Environmental Response Team (ERT) laboratory, or regionally procured laboratories.

[Type text]

## **ANALYTICAL SUPPORT AND DATA VALIDATION (AN) WBS: 5**

Schedule, coordinate, track, and oversee sample analyses and validate analytical data. Typical activities include, but are not limited to, the following:

- Collecting, preparing, and shipping environmental samples in accordance with the Field Sampling Plan (FSP). The following types of sampling shall be required:
  - Field screening
  - Ground water sampling
  - Surface and subsurface soil sampling
  - Surface water and sediment sampling
  - Air monitoring and sampling
  - Biota sampling
  - Other types of media sampling and screening
- Developing data quality objectives (DQO) for each sampling event; these DQOs shall be the determinative factor for assessing the success or failure of the sampling.
- Requesting, obtaining, and performing oversight of analytical services in compliance with EPA requirements.
- Coordinating with the EPA Sample Management Office (SMO), the Regional Sample Control Coordinator (RSCC), and/or the Environmental Services Division (ESD) regarding analytical support, data validation,
- and quality assurance issues.
- Implementing the EPA-approved laboratory quality assurance program that provides oversight of in-house and subcontracted laboratories through periodic performance evaluation sample analyses and/or on-site audits of operations and has a system of corrective actions.
- Providing sample management including chain of custody procedures, information management, sample retention, and 10-year data storage.
- Performing data validation, the process by which the quality of the data, the defensibility of the data, and the chain of custody are verified. Performing data validation in accordance with Regional guidelines.
- Reviewing data for usability for its intended purpose.
- Providing reports on data validation and usability.

## **DATA EVALUATION (DE) WBS: 6**

Compile analytical and field data. Provide data in format that is compatible with Regional or National electronic data management network. Typical activities include, but are not limited to, the following:

- Data usability evaluation and field quality assurance/quality control (QA/QC).
- Data Reduction and Tabulation.



[Type text]

- Data trend evaluation and/or modeling and submission of Technical Memorandum.

#### TREATABILITY STUDY/PILOT TESTING (TT) WBS: 7

Conduct laboratory screening, bench-scale and pilot-scale treatability studies to determine the suitability of remedial technologies or alternatives to site conditions and problems. Typical activities include, but are not limited to, the following:

- Providing test facility and equipment.
- Testing and operating equipment.
- Retrieving sample for testing.
- Preparing Technical Memorandum.
- Characterizing and disposing of residuals in accordance with local, State, and Federal regulations.

#### PRELIMINARY DESIGN (PD) WBS: 8

Prepare the preliminary design. Typical components include, but are not limited to, the following:

- Recommended project delivery strategy and scheduling, including project acceleration strategies.
- Preliminary construction schedule.
- Outline of General Specifications.
- Preliminary drawings.
- Design Criteria Report.
- Basis of Design Report.
- Preliminary RA and O&M cost estimates (+50 percent and -30 percent accuracy) prepared through the use of M-CACES Gold Cost Engineering System for Remedial Action.
- Technical Support to EPA/State/U.S. Army Corps of Engineers (USACE) in Land Acquisition.

#### EQUIPMENT/SERVICES/UTILITIES (ES) WBS: 9

Acquire long-lead equipment, services, and/or utilities identified during the preliminary design phase.

#### INTERMEDIATE DESIGN (ID) WBS: 10

Prepare the intermediate design. Typical components include, but are not limited to, the following:

- Updated RA schedule.
- Intermediate specifications.

[Type text]

- Intermediate drawings.
- Intermediate Design Criteria Report.
- Intermediate Basis of Design Report.
- Revised RA and O&M cost estimates (+30 percent and -15 percent accuracy for simple projects and +40 and -20 percent for complex projects) prepared through the use of M-CACES Gold Cost Engineering System for Remedial Action.
- An intermediate design review/briefing for EPA.

### **Pre-Final Design Package**

PRE-FINAL/FINAL DESIGN (FD)      WBS: 11

Prepare the Pre-final/Final Design. Typical components include, but are not limited to, the following:

- Subcontract award document.
- Pre-final/Final Design Specifications.
- Pre-final/Final Drawings and Schematics.
- Pre-final/Final Design Criteria Report.
- Pre-final/Final Basis of Design Report.
- Pre-final/Final Construction Quality Assurance Plan.
- Draft O&M Manual.
- Relevant Appendices.
- Complete RA Solicitation Package.
- Pre-final/Final Revised RA and O&M cost estimates (+15 percent and -5 percent accuracy) prepared through the use of M-CACES Gold Cost Engineering System for Remedial Action.
- A pre-final/final design review/briefing for EPA.
- Biddability (offerability), operability, constructability, claims prevention, and environmental compliance reviews.
- Revised Project Delivery Strategy.
- 100% design submittal, which shall include the final plans and specifications in reproducible format, final cost estimate, and a schedule of the overall Remedial Action.

[Type text]

## **REUSE PLANNING (RV) WBS: 12**

Assist in the review and evaluation of reuse plans and redevelopment plans submitted to ensure long-term protectiveness of the RD and remedy.

### **Final Design Package**

## **POST REMEDIAL DESIGN SUPPORT (DS) WBS: 13**

Solicit the procurement, evaluate offers received, and inform the EPA Contracting Officer of the best qualified/cost effective offer. (Award of the contract will be part of Task Order.) Specific activities include, but are not limited to, the following:

- Pre-bid (Pre-Solicitation) Activities.
  - Duplication and distribution of contract documents
  - Advertising/soliciting of bids
  - Issuing addenda
  - Pre-bid (pre-solicitation) meetings
  - Resolution of bidder (offeror) inquiries
  - On-site visits
  - Compilation of contract documents
  - Resolicit bids/offers and repackage documents if necessary
- Pre-award Activities.
  - Receipt of bids (offers)
  - Determination of responsive, responsible bidders (offerors)
  - Bid (offer) tabulation
  - Bid (offer) analysis
  - Receipt of follow-up items from lowest responsible bidder (offeror)
  - Review of EEO, MBE requirements, SDB subcontracting plans, etc.
  - Reference checks
  - Request for consent from EPA
- Preparation of final design fact sheet.

Before remedial action field activities begin, update or write, if necessary, site-specific plans. The existing plans developed for the RD, amended at the direction of the EPA TOM, shall be used if appropriate. Plans that establish procedures to be followed by the contractor in performing field, laboratory and analysis work in addition to community and agency liaison activities may be reviewed by the RD contractor. Typical plans reviewed include, but are not limited to, the following:

- Site Management Plan.
- Sampling and Analysis Plan (SAP).
- Health and Safety Plan (HASP).
- Construction Quality Assurance Plan.
- Contingency Plan.

[Type text]

**TASK ORDER CLOSEOUT (CO)      WBS: 14**

Perform the necessary activities to close out the task order in accordance with contract requirements. Typical activities include but are not limited to, the following:

- Packaging and returning documents to the government.
- Duplicating/distribution/storage of files.
- Archiving files in accordance with Federal Record Center requirements.
- Preparing microfiche/microfilm/optical disk or other EPA-approved data storage technology.
- Preparing the closeout report in accordance with Regional guidance or other procedures as specified in the task order. If the final hours/budget is greater than +/- 10% of the original approved work plan/task order hours/budget, the TOCR must describe the circumstances that explain why this occurred.

[Type text]

**Attachment 1 - Summary of Major Submittals for the Remedial Design at Aberdeen Contaminated Groundwater Site**

<b>DELIVERABLE</b>	<b>NO. OF PAPER COPIES</b>	<b>DUE DATE (calendar days)</b>	<b>EPA REVIEW PERIOD</b>
Remedial Design Work Plan	3	15 business days after scoping meeting for final work plan	90 days after receipt
Site Management Plan (SMP)	3	45 days after approval of RD work plan	15 days after receipt
Quality Assurance Project Plan (QAPP)	3	90 days after TO initiation	15 days after receipt
Field Sampling Plan (FSP)	3	90 days after TO initiation	30 days after receipt
Health and Safety Plan (HASP)	3	90 days after TO initiation	10 days after receipt
Preliminary Design	3	80 days after RD work plan approved	60 days after receipt
Intermediate Design	3	90 days after preliminary design approved	15 days after receipt of int. plans & specs
Prefinal Design Package	3	15 days after intermediate design approved	20 days after receipt of plans & specs
Final Design Package	3	20 days after prefinal design comments received	NA
Remedial Action Contract Documents	3	15 days after final design approved	21 days after receipt of RA documents
<b>Note:</b> An electronic copy of each deliverable listed above shall accompany the paper copies. The format of the electronic files shall be as follows: for text, Word (or something similar), for tables, Excel or Word (or something similar), and for figures/drawings, jpeg or bitmap (or something similar).			

[Type text]

## **Attachment 2 - Work Breakdown Structure (WBS) for Remedial Design (RD)**

### **Task 1 Project Planning and Support**

**(PP)**

- 1.1 Project planning.
  - 1.1.1 Attend scoping meeting.
  - 1.1.2 Conduct site visit.
  - 1.1.3 Develop Work Plan and cost estimate
  - 1.1.4 Negotiate Work Plan and Cost Estimate.
  - 1.1.5 Provide conflict of interest disclosure.
- 1.2 Prepare, review, and revise the site-specific plans required to implement the RD at the site.
  - 1.2.1 Site Management Plan (SMP).
  - 1.2.2 Contingency Plan.
  - 1.2.3 Prepare a Sampling and Analysis Plan (SAP).
  - 1.2.4 Prepare a site-specific Health and Safety Plan (HSP) that specifies employee training, protective equipment, medical surveillance requirements, standard operating procedures, and a contingency plan in accordance with 29 CFR 1910.120(l)(1) and (l)(2). NOTE: The RI/FS HSP may be modified for use if appropriate.
- 1.4 Project management.
  - 1.4.1 Monitor costs and prepare periodic status reports.
  - 1.4.2 Participate in meetings/communicate routinely/prepare meeting notes.
  - 1.4.3 Manage, track, and report status of site-specific equipment.
  - 1.4.4 Accommodate any external audit or review mechanism that EPA shall require.
  - 1.4.5 Evaluate existing data, including usability, when directed by EPA.
  - 1.4.6 Coordinate with local and emergency response teams.
  - 1.4.7 Review background documents as directed by EPA.
  - 1.4.8 Attend EPA-held training.
- 1.5 Project initiation and support.
  - 1.5.1 Develop an EPA-approved laboratory quality assurance program.
  - 1.5.2 Develop/review qualifications of the laboratory for the given analytical requirements.
  - 1.5.3 Procure, manage, and provide oversight of subcontracts for analytical services.

### **Task 3 Field Investigation/Data Acquisition**

**(FI)**

- 3.1 Environmental survey.
- 3.2 Mobilization/demobilization.
- 3.3 Test boring and monitoring well installation and development.
- 3.4 Soil boring, drilling, and testing.
- 3.5 Environmental sampling.
- 3.6 Physical/chemical testing (for treatment, handling or disposal).
- 3.7 Field-generated waste characterization and disposal in accordance with local, state and federal regulations.

### **Task 4 Sample Analysis**

**(SN)**

- 4.1 Sample analyses and production of analytical data. NOTE: For cost estimating purposes there should be no direct labor costs under this task - no hours should be reflected under this task, only dollars.]

### **Task 5 Analytical Support and Data Validation**

**(AN)**

- 5.1 Collect, prepare, and ship environmental samples in accordance with the Field Sampling Plan (FSP).
  - 5.1.1 Field screening.
  - 5.1.2 Ground water sampling.
  - 5.1.3 Surface and subsurface soil sampling.
  - 5.1.4 Surface water and sediment sampling.
  - 5.1.5 Air monitoring and sampling.
  - 5.1.6 Biota sampling.
  - 5.1.7 Other types of media sampling and screening.

[Type text]

- 5.2 Develop performance or acceptance criteria (such as data quality objectives (DQO)) for each sampling event; these criteria shall be the determinative factor for assessing the success or failure of the sampling.
- 5.3 Request, obtain, and perform oversight of analytical services in compliance with EPA requirements.
- 5.4 Coordinate with the EPA Sample Management Office (SMO), the Regional Sample Control Coordinator (RSCC), and/or the Environmental Services Division (ESD) regarding analytical support, data validation, and quality assurance issues.
- 5.5 Implement the EPA-approved laboratory quality assurance program that provides oversight of in-house and subcontracted laboratories through periodic performance evaluation sample analyses and/or on-site audits of operations and has a system of corrective actions.
- 5.6 Provide sample management including chain of custody procedures, information management, sample retention, and 10-year data storage.
- 5.7 Perform data validation, the process by which the quality of the data, the defensibility of the data, and the chain of custody are verified. Perform data validation in accordance with Regional guidelines.
- 5.8 Review data for usability for its intended purpose.
- 5.9 Provide reports on data validation and usability.

**Task 6 Data Evaluation**

(DE)

- 6.1 Combine analytical and field data, providing data in a format that is compatible with Regional or national electronic data management network.
  - 6.1.1 Data usability evaluation and field quality assurance/quality control (QA/QC).
  - 6.1.2 Data reduction and tabulation.

**Task 7 Treatability Study/Pilot Testing**

(TT)

- 7.1 Provide test facility and equipment.
- 7.2 Test and operate equipment.
- 7.3 Retrieve sample for testing.
- 7.4 Prepare Technical Memorandum.
- 7.5 Characterize and dispose of residuals in accordance with Local, State and Federal Regulations.

**Task 8 Preliminary Design**

(PD)

- 8.1 Prepare preliminary design.
  - 8.1.1 Recommended project delivery strategy and scheduling, including project acceleration strategies.
  - 8.1.2 Preliminary construction schedule.
  - 8.1.3 Outline of General Specifications.
  - 8.1.4 Preliminary drawings.
  - 8.1.5 Design Criteria Report.
  - 8.1.6 Basis of design report.
  - 8.1.7 Preliminary RA and O&M cost estimates.
  - 8.1.8 Technical Support to EPA/State/USACE in Land Acquisition.

[Type text]

8.1.10 Data trend evaluation and/or modeling and submission of Technical Memorandum.

**Task 9 Equipment/Services/Utilities**

(ES)

9.1 Acquire long-lead equipment, services, and/or utilities identified during the preliminary design phase.

**Task 10 Intermediate Design**

(ID)

10.1 Prepare intermediate design.

10.1.1 Updated RA schedule.

10.1.2 Intermediate specifications.

10.1.3 Intermediate drawings.

10.1.4 Intermediate Design Criteria Report.

10.1.5 Intermediate Basis of design report.

10.1.6 Revised RA and O&M cost estimates.

10.1.7 An intermediate design review/briefing for EPA.

**Task 11 Pre-Final/Final Design**

(FD)

11.1 Subcontract award document.

11.2 Pre-final/final design specifications.

11.3 Pre-final/final drawings and schematics.

11.4 Pre-final/final Design Criteria Report.

11.5 Pre-final/final Basis of design report.

11.6 Pre-final/final Construction Quality Assurance Plan.

11.7 Draft O&M Manual.

11.8 Relevant Appendices.

11.9 Complete RA Solicitation Package.

11.10 Pre-final/final Revised RA and O&M cost estimates (+15 percent and -5 percent accuracy) prepared through the use of M-CACES Gold Cost Engineering System for Remedial Action.

11.11 A pre-final/final design review/briefing for EPA.

11.12 Biddability (offerability), operability, constructability, claims prevention, and environmental compliance reviews.

11.13 Revised Project Delivery Strategy.

11.14 100% design submittal.

**Task 12 Reuse Planning**

(RV)

12.1 Provide technical support in review and evaluation of reuse plans and redevelopment plans submitted to ensure long-term protectiveness of the remedy.

**Task 13 Post Remedial Design Support**

(DS)

13.1 Pre-bid (pre-solicitation) activities.

13.1.1 Duplication and distribution of contract documents.

13.1.2 Advertising/soliciting of bids.

13.1.3 Issuing addenda.

13.1.4 Pre-bid (pre-solicitation) meetings.

13.1.5 Resolution of bidder (offeror) inquiries.

13.1.6 On-site visits.

13.1.7 Compilation of contract documents.

13.1.8 Resolicit bids/offers and repackage documents if necessary.

13.2 Pre-award activities.

13.2.1 Receipt of bids (offers).

13.2.2 Determination of responsive, responsible bidders (offerors).

13.2.3 Bid (offer) tabulation.

13.2.4 Bid (offer) analysis.

13.2.5 Receipt of follow-up items from lowest responsible bidder (offeror).

13.2.6 Review of EEO, MBE requirements, SDB subcontracting plans, etc.

13.2.7 Reference checks.

13.2.8 Request for consent from EPA.

13.3 Prepare final design fact sheet.



[Type text]

**13.4 Update site-specific plans.**

13.4.1 Modify Site Management Plan (if necessary).

13.4.2 Modify Sampling and Analysis Plan (if necessary).

13.4.3 Modify Health and Safety Plan (if necessary).

13.4.4 Prepare Construction Quality Assurance Plan.

**Task 14 Task Order Closeout**

**(CO)**

14.1 Package and return documents to the government.

14.2 Duplicate, distribute, and store files.

14.3 Archive files in accordance with Federal Record Center requirements.

14.4 Produce microfiche/microfilm/optical disk or other EPA-approved storage format.

14.5 Prepare the Task Order Closeout Report (TOCR).

[Type text]

### Attachment 3 - Regulations and Guidance Documents

The following list, although not comprehensive, consists of many of the regulations and guidance documents that apply to the RD process:

1. CERCLA Compliance with Other Laws Manual, Two Volumes, U.S. EPA, Office of Emergency and Remedial Response, August 1988 (DRAFT), OSWER Directive No. 9234.1-01 and -02.
2. Community Relations in Superfund - A Handbook, U.S. EPA, Office of Emergency and Remedial Response, January 1992, OSWER Directive No. 9230.0-3C.
3. The Data Quality Objectives Process for Superfund: Interim Final Guidance, U.S. EPA, EPA/540/R-93/071, September 1993.
4. Federal Acquisition Regulation, Washington, DC: U.S. Government Printing Office (revised periodically).
5. Guidance on Expediting Remedial Design and Remedial Actions, EPA/540/G-90/006, August 1990.
6. Guidance on Remedial Actions for Contaminated Ground Water at Superfund Sites, U.S. EPA Office of Emergency and Remedial Response (DRAFT), OSWER Directive No. 9283.1-2.
7. Guide to Management of Investigation-Derived Wastes, U.S. EPA, Office of Solid Waste and Emergency Response, Publication 9345.3-03FS, January 1992.
8. Interim Guidance on Compliance with Applicable of Relevant and Appropriate Requirements, U.S. EPA, Office of Emergency and Remedial Response, July 9, 1987, OSWER Directive No. 9234.0-05.
9. National Oil and Hazardous Substances Pollution Contingency Plan; Final Rule, Federal Register 40 CFR Part 300, March 8, 1990.
10. Permits and Permit Equivalency Processes for CERCLA On-Site Response Actions, February 19, 1992, OSWER Directive 9355.7-03.
11. Procedures for Completion and Deletion of NPL Sites, U.S. EPA, Office of Emergency and Remedial Response, April 1989, OSWER Directive No. 9320.2-3A.
12. Quality in the Constructed Project: A Guideline for Owners, Designers and Constructors, Volume 1, Preliminary Edition for Trial Use and Comment, American Society of Civil Engineers, May 1988.
13. *Remedial Design/Remedial Action (RD/RA) Handbook*, U.S. EPA, Office of Solid Waste and Emergency Response (OSWER), 9355.0-04B, EPA 540/R-95/059, June 1995.
14. Scoping the Remedial Design (Fact Sheet), February 1995, OSWER Publ. 9355-5-21 FS.
15. Standards for the Construction Industry, Code of Federal Regulations, Title 29, Part 1926, Occupational Health and Safety Administration.
16. Standards for General Industry, Code of Federal Regulations, Title 29, Part 1910, Occupational Health and Safety Administration.
17. Superfund Guidance on EPA Oversight of Remedial Designs and Remedial Actions Performed by Potentially Responsible Parties, April 1990, EPA/540/G-90/001.
18. Superfund Response Action Contracts (Fact Sheet), May 1993, OSWER Publ. 9242.2-08FS.
19. Treatability Studies Under CERCLA, Final. U.S. EPA, Office of Solid Waste and Emergency Response, EPA/540/R-92/071a, October 1992.
20. Value Engineering (Fact Sheet), U.S. EPA, Office of Solid Waste and Emergency Response, Publication 9355.5-03FS, May 1990.

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See the following guidance documents for more information on performance-based contracting:

1. A Guide to Best Practices for Performance-Based Service Contracting, Office of Federal Procurement Policy, April 1996.
2. A Guide to Best Practices for Performance-Based Service Contracting, Final Edition, Office of Federal Procurement Policy, October 1998.
3. Performance-Based Contracting (Fact Sheet), U.S. EPA, Office of Emergency and Remedial Response, Draft February 1999.
4. Policy Letter 91-2, To The Heads of Executive Agencies and Departments, April 9, 1991.

[Type text]

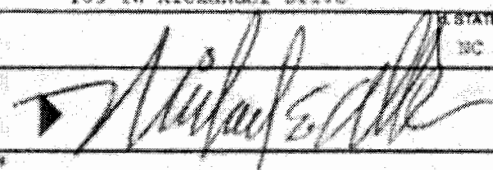
#### Attachment 4 - Transmittal Of Documents For Acceptance By EPA

TRANSMITTAL OF DOCUMENTS FOR ACCEPTANCE BY EPA		DATE:	TRANSMITTAL NO.
TO:		FROM:	G New Transmittal G Re-submittal of Transmittal No. _____
SUBTASK NO.	DELIVERABLE	NO. OF COPIES	REMARKS
ACCEPTANCE ACTION			
DOCUMENTS FOUND ACCEPTABLE (LIST BY SUBTASK NO.)		NAME/TITLE/SIGNATURE OF REVIEWER DATE	

[Type text]

## Attachment 5 - Transmittal Register

[illegible]

ORDER FOR SUPPLIES OR SERVICES						PAGE OF PAGES	
IMPORTANT: Mark all packages and papers with contract and/or order numbers.						1	21
1. DATE OF ORDER 08/22/2013		2. CONTRACT NO. (if any) EP-S4-08-03		6. SHIP TO:			
3. ORDER NO. 030		4. REQUISITION/REFERENCE NO. PR-R4-13-00455		a. NAME OF CONSIGNEE Region 4			
5. ISSUING OFFICE (Address correspondence to) Region 4 US Environmental Protection Agency Atlanta Federal Center 61 Forsyth Street, SW Atlanta GA 30303-3104				b. STREET ADDRESS US Environmental Protection Agency Atlanta Federal Center 61 Forsyth Street, SW			
				c. CITY Atlanta		d. STATE GA	e. ZIP CODE 30303-3104
7. TO: NA				f. SHIP VIA			
8. NAME OF CONTRACTOR J.M. WALLER ASSOCIATES INC DBA: JMWNA				g. TYPE OF ORDER			
b. COMPANY NAME				<input type="checkbox"/> a. PURCHASE		<input checked="" type="checkbox"/> b. DELIVERY	
c. STREET ADDRESS 11325 RANDOM HILLS RD STE 210				REFERENCE YOUR:		Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.	
d. CITY Fairfax				e. STATE VA		f. ZIP CODE 22030	
9. ACCOUNTING AND APPROPRIATION DATA See Schedule				10. REQUISITIONING OFFICE Reconstruct Originating Office			
11. BUSINESS CLASSIFICATION (Check appropriate box(es))						12. F.O.B. POINT Destination	
<input checked="" type="checkbox"/> a. SMALL <input type="checkbox"/> b. OTHER THAN SMALL <input type="checkbox"/> c. DISADVANTAGED <input type="checkbox"/> d. WOMEN-OWNED <input type="checkbox"/> e. 14(b) Zone <input checked="" type="checkbox"/> f. SERVICE-DISABLED VETERAN-OWNED <input type="checkbox"/> g. WOMEN-OWNED SMALL BUSINESS (WOSB) ELIGIBLE UNDER THE WOSB PROGRAM <input type="checkbox"/> h. EDWOSB							
13. PLACE OF		14. GOVERNMENT BL NO.		15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date) 06/30/2014		16. DISCOUNT TERMS	
a. INSPECTION Destination		b. ACCEPTANCE Destination					
17. SCHEDULE (See reverse for Rejection)							
ITEM NO. (a)	SUPPLIES OR SERVICES (b)			QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)
	DUNS Number: 627009152 JJ Seifer: RD Task Order 030-RDRD-A4WD Task Order Type: Time and Materials TOPO: Meredith Clark Max Expire Date: 06/30/2014 Continued ...						
16. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.		17(b) TOTAL (Cont. pages)	
21. MAIL INVOICE TO:							
a. NAME RTP Finance Center						\$20,000.00	
b. STREET ADDRESS (or P.O. Box) US Environmental Protection Agency RTP-Finance Center Mail Drop 0143-02 109 TW Alexander Drive							
c. CITY Durham						d. STATE NC	e. ZIP CODE 27711
22. UNITED STATES OF AMERICA BY (Signature) 						23. NAME (Typed) Michael E. Allen TITLE: CONTRACTING/ORDERING OFFICER	

AUTHORIZED FOR LOCAL REPRODUCTION  
PREVIOUS EDITION NOT USABLE

OPTIONAL FORM 347 (Rev. 3/2013)  
Prescribed by GSA FPMR (41 CFR) 101-11.6

**ORDER FOR SUPPLIES OR SERVICES  
SCHEDULE - CONTINUATION**

PAGE NO

2

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER

CONTRACT NO.

ORDER NO.

08/22/2013

EP-S4-08-03

030

ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
0001	<p>Admin Office: Region 4 US Environmental Protection Agency Atlanta Federal Center 61 Forsyth Street, SW Atlanta GA 30303-3104</p> <p>Accounting Info: 13--T-4AD0P-303DD2-2505-A4WDRD01-C001-134ADT 3064-001 SFY: 13 Fund: T Budget Org: 4AD0P Program (PRC): 303DD2 Budget (BOC): 2505 Job #: A4WDRD01 Cost: C001 DCN - Line ID: 134ADT3064-001 Period of Performance: 08/22/2013 to 06/30/2014</p> <p>JJ Seifert Machine Shop Site</p> <p>The obligated amount of award: \$20,000.00. The total for this award is shown in box 17(i).</p>				20,000.00	

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(i))

\$20,000.00

AUTHORIZED FOR LOCAL REPRODUCTION  
PREVIOUS EDITION NOT USABLE

OPTIONAL FORM 346 (Rev. 10/00)

Prescribed by GSA FPMR (41 CFR) 101-11.6

## **TASK ORDER PROVISIONS**

**Contract:** EP-84-08-03, **Task Order Number:** 030

### **Background**

This action initiates a new Remedial Design (RD) task order for the JJ Seifert Machine Shop Site, Ruskin, FL (030-RDRD-A4WD) in accordance with the attached statement of work and the terms and conditions of Clause G.9., Ordering Methods, of the basic contract.

### **Task Order Funding Ceiling**

An initial task order funding ceiling of \$20,000.00 is hereby established for a site visit, scoping meeting, review of existing information and development of the RD task order work plan under Task 1 (Project Planning). The contractor shall acknowledge receipt of this task order within five (5) calendar days and shall prepare and forward to the Contracting Officer within twenty (20) business days, a written task order work plan proposal.

### **Task Order Incremental Funding**

The amount of task order funding currently available for Task 1 (Project Planning) is \$20,000.00. The contractor shall not make expenditures or incur obligations under this task order in excess of the ceiling price of \$20,000.00, except at the contractor's own risk.

When the contractor has reason to believe that the costs for this task order, which will accrue in the next thirty (30) days, will bring the total cost of this task order over seventy five (75) percent of the available funding specified in the task order, the contractor shall notify the Contracting Officer. Additional funding as needed shall be provided incrementally through a task order modification to fund the contractor's task order proposal.

### **EPA Contacts:**

**Contract Level COR**  
Meredith Clark  
(404) 562-8919

**Task Order COR**  
James Hou  
(404) 562-8965

**Contract Specialist**  
Stacy Hill  
(404) 562-8375

**Contracting Officer**  
Michael E. Allen  
(404) 562-8393

# RAC II MODEL STATEMENT OF WORK FOR REMEDIAL DESIGN

JJ Seifert Machine Shop Site, Hillsborough County, Florida

August 22, 2013

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**RACSLITE  
STATEMENT OF WORK FOR  
REMEDIAL DESIGN**

JJ Seifert Machine Shop Site, Hillsborough County, Florida  
August 22, 2013

**Contract No: EP-S4-08-03**

**Task Order No: 030-RDRD-A4WD**

**Introduction**

**PURPOSE**

The purpose of this task order is to prepare a remedial design (RD) of the selected remedy as defined in the record of decision (ROD) issued in August 2013. The ROD, issued in August 2013, defines the selected remedy. This statement of work (SOW) sets forth the framework and requirements for conducting the RD activities at the JJ Seifert Machine Shop Site. The RD is generally defined as those activities to be undertaken by the contractor to develop the final plans and specifications, general provisions, and special requirements necessary to translate the ROD into the remedy to be constructed under the remedial action (RA) phase. The RA is generally defined as the implementation phase of site remediation or construction of the remedy, including necessary operation and maintenance, performance monitoring, and special requirements. The RA is based on the RD to achieve the remediation goals specified in the ROD. The goal for completion of this task order is June 30, 2014.

**SITE DESCRIPTION**

The JJ Seifert Site is located at 4212 Old US Highway 41 in Ruskin, Hillsborough County, Florida, in an area of mixed residential and commercial development. The property consists of one parcel covering an area of about 0.75 acre. The property is bordered by Vidor Avenue, a vacant commercial building (former Hofer Machine Shop) and residential properties to the north; by G&A Stucco and Wire Lathe Corporation to the South; by Old US Highway 41 and residential properties to the west; and Hwy 41 to the east.

Current structures on the JJ Seifert property include a metal building, the former machine shop building, and a vacant mobile home. Additionally, there are three known septic tanks and a raised drain field located near the northwestern corner of the building that is associated with two of the septic tanks.

Starting in the early 1960s, a machine shop building was constructed on the JJ Seifert Site, which was used to manufacture products such as electronic components, tools, dies, jigs and fixtures using precision machining methods for forming, shaping, cutting, drilling, honing, and lathing until early 2011.

According to former employees of J. J. Seifert Machine Shop, chlorinated solvents were formerly stored and used on the property as follows:

1. Solvent storage and rinsing activities occurred near the southern end of the machine shop;
2. Drums of solvent were stored in four different areas including the drum storage area, next to the vapor degreaser, inside the metal building, and at the back of the machine shop building.
3. A Tetrachloroethene (PCE) vapor degreaser station was first located inside the southern portion of the machine shop building adjacent to the location of the former plating tanks. At an unspecified time, the vapor degreaser was moved outside the machine shop building to a covered area.

The major components of the selected remedy include the following:

Soil Alternative S-2A:

- Excavation of all COCs above the water table
- Off Site Disposal of excavated soils
- Institutional Controls for contaminants below the water table.

Ground water Alternative GW-3B:

- Continued Wellhead Treatment
- In-Situ Enhanced Bioremediation of Surficial Aquifer
- In-Situ Enhanced Bioremediation of Upper Floridan Aquifer
- Monitored Natural Attenuation

## GENERAL REQUIREMENTS

This is a term-form TASK ORDER that requires the contractor to complete the RD that supports the successful construction of a remedy that meets the objectives and performance criteria specified in the ROD issued in August 2013. Conduct the RD in accordance with this SOW and consistently with the ROD issued in August 2013, the *Remedial Design/Remedial Action (RD/RA) Handbook* (U.S. EPA Office of Solid Waste and Emergency Response (OSWER), 9355.0-04B, EPA 540/R-95/059, June 1995), and all other guidance used by EPA in conducting an RD (Attachment 3). Furnish all necessary and appropriate personnel, materials, and services needed for, or incidental to, performing and completing the remedial design in accordance SOW requirements.

This SOW and accompanying work breakdown structure (WBS) (Attachment 2) is provided as a format for the contractor to structure its proposed approach and cost estimate. Use the WBS in cost estimate preparation, and technical and cost tracking and reporting under this task order.

In conducting the task order, EPA expects the contractor to propose and implement the most appropriate and cost-effective procedures and methodologies using accepted engineering practices and controls. Throughout the performance of this task order, EPA expects the contractor to be responsible for performing services and providing products at the lowest reasonable cost. If the contractor fails to meet the requirements within the negotiated costs, the government may elect to provide the contractor with additional funds to complete the task order without providing any additional fee. If there are changes to the SOW by the government, the government will issue a formal amendment to the SOW and negotiate the cost of the amendment with the contractor to form a new cost estimate.

A summary of the potential major deliverables and proposed schedule for submittals is in Attachment 1. This summary and schedule can be used as the basis for the contractor's proposed deliverables and schedules included in the work plan. Submit the major deliverables using the Transmittal of Documents for Acceptance by EPA Form (Attachment 4). The EPA Contracting Officer Representative (COR) will track deliverables submitted by the contractor using the Transmittal Register (Attachment 5).

Communicate at least weekly with the contracting officer representative (COR) or remedial project manager (RPM), either in face-to-face meetings or through conference calls. Document all decisions that are made in meetings and conversations with EPA. This documentation should be submitted to the COR within five working days of the meeting or conversation.

EPA will provide oversight of contractor activities throughout the RD. EPA review and approval of deliverables is a tool to assist this process and to satisfy, in part, EPA's responsibility to provide effective protection of public health, welfare, and the environment. EPA will review deliverables to assess the likelihood that the RD will achieve its remediation goals and that its performance and operations requirements have been correctly identified. Acceptance of plans and specifications by EPA does not relieve the contractor from responsibility for the adequacy of the design or its professional responsibilities.

## RECORD KEEPING REQUIREMENTS

Maintain all technical and financial records for the RD in accordance with the contract. At the completion of the task order, submit an official record of the RD in both compact disk and a hardcopy to the COR. Provide the deliverables using electronic media.

## US EPA PRIMARY CONTACT

The primary contact for this task order is James Hou. He can be reached at (404) 562-8965, via facsimile at (404) 562-8084, or via e-mail at [hou.james@epa.gov](mailto:hou.james@epa.gov). His mailing address is U.S. EPA Region 4, 61 Forsyth St., Atlanta, Ga. 30303. The secondary contact is Derek Matory. He can be reached at (404) 562-8800, via facsimile (404) 562-8084, or via e-mail at [matory.derek@epa.gov](mailto:matory.derek@epa.gov). His mailing address is U.S. EPA Region 4, 61 Forsyth St., Atlanta, GA, 30303.

## T/TASK ORDER COMPLETION DATE AND PROJECT CLOSEOUT

The goal is to complete this task order by June 30, 2014. At the completion of the task order, perform all necessary project closeout activities as specified in the contract. These activities include closing out any subcontracts, indexing and consolidating project records and files as required above, and providing a technical and financial closeout report to EPA.

## RD Work Planning

### WORK PLAN

WBS: 1.1

Prepare and submit a RD work plan that includes a detailed description of implementation activities, performance monitoring, and overall management strategy, including optimization, for the RD. Typical activities involved in preparing the work plan include, but are not limited to, the following:

- X Contacting the Contracting Officer Representative (COR) within five calendar days after receipt of the task order to schedule the scoping meeting to be held at the U.S. EPA Region 4 office in Atlanta, Georgia. Regional personnel will be available to meet with the contractor 30 calendar days after the initial scoping meeting to discuss and clarify any issues the contractor may have regarding this project. Contact the COR to schedule this meeting at least five working days before the proposed meeting date.
- X Conducting a site visit with the COR during the RD planning phase to assist in developing an understanding of the site and any logistics.
- X Preparing and submitting a final RD work plan within 30 calendar days after the scoping meeting. The work plan shall include a detailed description of the technical approach for the RD activities in accordance with the Task Order. Specify the necessary procedures, inspections, deliverables, and schedules. Include a comprehensive implementation management schedule for completion of each major activity and submittal.
- X Preparing the estimated cost to complete the task order, including subcontractor costs, for each element of the SOW, providing a breakdown of the cost by task and subtask levels, in accordance with the contract work breakdown structure (WBS).
- X Negotiating and preparing a revised work plan, if the contractor fails to meet the Region's minimum standards.
- X Providing conflict of interest disclosure.

### SITE-SPECIFIC PLANS

WBS: 1.2

Review all existing site-specific plans and prepare, update, and/or maintain plans, as necessary, for RD implementation. Incorporate the plans and procedures received from any subcontractor(s) into the overall site plans. Should the contractor fail to meet the required standards in accordance with the appropriate legal, regulatory, and EPA guidance, prepare revised site-specific plans. Typical plans include, but are not limited to, the following:

- X Site Management Plan.
- X Sampling and Analysis Plan (SAP) in accordance with 40 CFR 300.415(b)(4)(ii).

- X Contingency Plan.
- X Site-specific Health and Safety Plan (HSP) that specifies employee training, protective equipment, medical surveillance requirements, standard operating procedures, and a contingency plan in accordance with 29 CFR 1910.120(l)(1) and (l)(2).

## **Project Management and Reporting**

### **PROJECT MANAGEMENT**

WBS: 1.4

Perform activities required to effectively manage the task order. These activities typically include, but are not limited to, the following:

- X Monitoring costs and progress.
- X Preparing and submitting monthly progress reports that document monthly and cumulative cost, performance status, and technical progress.
- X Preparing and submitting monthly invoices in accordance with the level of detail as specified in the contract.
- X Managing, tracking, and reporting status of site-specific equipment.
- X Participating in meetings and preparing and submitting meeting summaries.
- X Accommodating any external audit or review mechanism that EPA requires.
- X Evaluating existing data, including usability, when directed by EPA.
- X Coordinating with local and emergency response teams.
- X Reviewing background documents as directed by EPA.
- X Attending EPA-held training.

### **PROJECT INITIATION**

WBS: 1.5

Perform project initiation and support that will lead to the design of a remedy that eliminates, reduces, or controls risks to human health and the environment. Typical activities include, but are not limited to, the following:

- X Developing an EPA-approved laboratory quality assurance program that provides oversight of in-house and subcontracted laboratories through periodic performance evaluation sample analyses and/or on-site audits of operations and has a system of corrective actions to be used in cases where performance does not meet the standards of the program.
- X Developing/reviewing qualifications of the laboratory for the given analytical requirements.
- X Procuring, managing, and providing oversight of pool and team subcontracts for analytical services.

## **Preliminary Design Package**

### **FIELD INVESTIGATION/DATA ACQUISITION (FI)**

WBS: 3

Acquire additional data to support remedial activities. The results of this effort as well as previous studies shall be used to define contaminant levels, other physical/chemical properties, and volume. Typical activities include, but are not limited to, the following:

- X Environmental survey.
- X Mobilization/demobilization.
- X Test boring and monitoring well installation and development.
- X Soil boring, drilling, and testing.
- X Environmental sampling.
  - Groundwater sampling
  - Surface soil sampling
  - Soil boring/permeability sampling
  - Biota sampling
- X Physical/chemical testing (for treatment, handling or disposal).
- X Field generated waste characterization and disposal in accordance with local, State and Federal regulations

#### SAMPLE ANALYSIS (SN)

WBS: 4

Analyze split samples taken to document and confirm PRP sampling results and performance. A variety of mechanisms may be used to implement this task including: field screening using mobile facilities or field portable equipment, the Contract Laboratory Program (CLP), laboratories procured under subpool or team subcontracts, the Regional Environmental Services Division (ESD), the Environmental Response Team (ERT) laboratory, or regionally procured laboratories.

#### ANALYTICAL SUPPORT AND DATA VALIDATION (AN)

WBS: 5

Schedule, coordinate, track, and oversee sample analyses and validate analytical data. Typical activities include, but are not limited to, the following:

- X Collecting, preparing, and shipping environmental samples in accordance with the Field Sampling Plan (FSP). The following types of sampling shall be required:
  - Field screening
  - Ground water sampling
  - Surface and subsurface soil sampling
  - Biota sampling
- X Developing data quality objectives (DQO) for each sampling event; these DQOs shall be the determinative factor for assessing the success or failure of the sampling.
- X Requesting, obtaining, and performing oversight of analytical services in compliance with EPA requirements.
- X Coordinating with the EPA Sample Management Office (SMO), the Regional Sample Control Coordinator (RSCC), and/or the Environmental Services Division (ESD) regarding analytical support, data validation, and quality assurance issues.
- X Implementing the EPA-approved laboratory quality assurance program that provides oversight of in-house and subcontracted laboratories through periodic performance evaluation sample analyses and/or on-site audits of operations and has a system of corrective actions.
- X Providing sample management including chain of custody procedures, information management, sample retention, and 10-year data storage.
- X Performing data validation, the process by which the quality of the data, the defensibility of the data, and the chain of custody are verified. Performing data validation in accordance with Regional guidelines.

- X Reviewing data for usability for its intended purpose.
- X Providing reports on data validation and usability.

#### DATA EVALUATION (DE)

WBS: 6

Compile analytical and field data. Provide data in format that is compatible with Regional or National electronic data management network. Typical activities include, but are not limited to, the following:

- X Data usability evaluation and field quality assurance/quality control (QA/QC).
- X Data Reduction and Tabulation.
- X Data trend evaluation and/or modeling and submission of Technical Memorandum.

#### TREATABILITY STUDY/PILOT TESTING (TT)

WBS: 7

Conduct laboratory screening, bench-scale and pilot-scale treatability studies to determine the suitability of remedial technologies or alternatives to site conditions and problems. Typical activities include, but are not limited to, the following:

- X Providing test facility and equipment.
- X Testing and operating equipment.
- X Retrieving sample for testing.
- X Preparing Technical Memorandum.
- X Characterizing and disposing of residuals in accordance with local, State, and Federal regulations.

#### PRELIMINARY DESIGN (PD)

WBS: 8

Prepare the preliminary design. Typical components include, but are not limited to, the following:

- X Recommended project delivery strategy and scheduling, including project acceleration strategies.
- X Preliminary construction schedule.
- X Outline of General Specifications.
- X Preliminary drawings.
- X Design Criteria Report.
- X Basis of Design Report.
- X Preliminary RA and O&M cost estimates prepared through the use of M-CACES Gold Cost Engineering System for Remedial Action.
- X Technical Support to EPA/State/U.S. Army Corps of Engineers (USACE) in Land Acquisition.
- X Results of Value Engineering (VE) screening.

#### EQUIPMENT/SERVICES/UTILITIES (ES)

WBS: 9

Acquire long-lead equipment, services, and/or utilities identified during the preliminary design phase.

#### INTERMEDIATE DESIGN (ID)

WBS: 10

Prepare the intermediate design. Typical components include, but are not limited to, the following:

- X Updated RA schedule.
- X Intermediate specifications.
- X Intermediate drawings.
- X Intermediate Design Criteria Report.
- X Intermediate Basis of Design Report.
- X Revised RA and O&M cost estimates prepared through the use of M-CACES Gold Cost Engineering System for Remedial Action.
- X An intermediate design review/briefing for EPA.
- X Results of Value Engineering (VE) study if VE screening identified potential project savings.

### **Pre-Final Design Package**

#### **PRE-FINAL/FINAL DESIGN (FD)**

WBS: 11

Prepare the Pre-final/Final Design. Typical components include, but are not limited to, the following:

- X Subcontract award document.
- X Pre-final/Final Design Specifications.
- X Pre-final/Final Drawings and Schematics.
- X Pre-final/Final Design Criteria Report.
- X Pre-final/Final Basis of Design Report.
- X Pre-final/Final Construction Quality Assurance Plan.
- X Draft O&M Manual.
- X Relevant Appendices.
- X Complete RA Solicitation Package.
- X Pre-final/Final Revised RA and O&M cost estimates prepared through the use of M-CACES Gold Cost Engineering System for Remedial Action.
- X A pre-final/final design review/briefing for EPA.
- X Biddability (offerability), operability, constructability, claims prevention, and environmental compliance reviews.
- X Revised Project Delivery Strategy.
- X 100% design submittal, which shall include the final plans and specifications in reproducible format, final cost estimate, and a schedule of the overall Remedial Action.

Assist in the review and evaluation of reuse plans and redevelopment plans submitted to ensure long-term protectiveness of the RD and remedy.

### Final Design Package

#### POST REMEDIAL DESIGN SUPPORT (DS)

WBS: 13

Solicit the procurement, evaluate offers received, and inform the EPA Contracting Officer of the best qualified/cost effective offer. (Award of the contract will be part of Remedial Action TASK ORDER.) Specific activities include, but are not limited to, the following:

- X Pre-bid (Pre-Solicitation) Activities.
  - Duplication and distribution of contract documents
  - Advertising/soliciting of bids
  - Issuing addenda
  - Pre-bid (pre-solicitation) meetings
  - Resolution of bidder (offeror) inquiries
  - On-site visits
  - Compilation of contract documents
  - Resolicit bids/offers and repackage documents if necessary
- X Pre-award Activities.
  - Receipt of bids (offers)
  - Determination of responsive, responsible bidders (offerors)
  - Bid (offer) tabulation
  - Bid (offer) analysis
  - Receipt of follow-up items from lowest responsible bidder (offeror)
  - Review of EEO, MBE requirements, SDB subcontracting plans, etc.
  - Reference checks
  - Request for consent from EPA

- X Preparation of final design fact sheet.

Before remedial action field activities begin, update or write, if necessary, site-specific plans. The existing plans developed for the RD, amended at the direction of the EPA COR, shall be used if appropriate. Plans that establish procedures to be followed by the contractor in performing field, laboratory and analysis work in addition to community and agency liaison activities, may be reviewed by the RD contractor. Typical plans reviewed include, but are not limited to, the following:

- X Site Management Plan.
- X Sampling and Analysis Plan (SAP).
- X Health and Safety Plan (HASP).
- X Construction Quality Assurance Plan.
- X Contingency Plan.

#### TASK ORDER CLOSEOUT (TOCO)

WBS: 14

Perform the necessary activities to close out the TASK ORDER in accordance with contract requirements. Typical activities include but are not limited to, the following:

- X Packaging and returning documents to the government.
- X Duplicating/distribution/storage of files.



- X Archiving files in accordance with Federal Record Center requirements.
- X Preparing microfiche/microfilm/optical disk or other EPA-approved data storage technology.
- X Preparing the closeout report in accordance with Regional guidance or other procedures as specified in the TASK ORDER.

**Attachment 1 - Summary of Major Submittals for the Remedial Design at the JJ Seifert Machine Shop Site**

<b>DELIVERABLE</b>	<b>NO. OF COPIES</b>	<b>DUE DATE (calendar days)</b>	<b>EPA REVIEW PERIOD</b>
Remedial Design Work Plan	3	20 business days after scoping meeting for final work plan	14 days after receipt
Site Management Plan (SMP)	3	14 days after approval of RD work plan	14 days after receipt
Quality Assurance Project Plan (QAPP)	3	14 days after TO initiation	14 days after receipt
Field Sampling Plan (FSP)	3	14 days after TO initiation	14 days after receipt
Health and Safety Plan (HASP)	3	14 days after TO initiation	14 days after receipt
Fact Sheets	3	As needed	14 days after receipt of fact sheet
Preliminary Design	3	TBD	21 days after receipt
Preliminary Design Package	3	TBD	21 days after receipt of plans & specs
Final Design Package	3	TBD	NA
Remedial Action Contract Documents	3	TBD	21 days after receipt of RA documents

## **Attachment 2 - Work Breakdown Structure (WBS) for Remedial Design (RD)**

### **Task 1 Project Planning and Support**

(PP)

- 1.1 Project planning.
  - 1.1.1 Attend scoping meeting.
  - 1.1.2 Conduct site visit.
  - 1.1.3 Develop Work Plan and cost estimate.
  - 1.1.4 Negotiate Work Plan and Cost Estimate.
  - 1.1.5 Provide conflict of interest disclosure.
- 1.2 Prepare, review, and revise the site-specific plans required to implement the RD at the site.
  - 1.2.1 Site Management Plan (SMP).
  - 1.2.2 Contingency Plan.
  - 1.2.3 Prepare a Sampling and Analysis Plan (SAP).
  - 1.2.4 Prepare a site-specific Health and Safety Plan (HSP) that specifies employee training, protective equipment, medical surveillance requirements, standard operating procedures, and a contingency plan in accordance with 29 CFR 1910.120(I)(1) and (I)(2).
- 1.4 Project management.
  - 1.4.1 Monitor costs and prepare periodic status reports.
  - 1.4.2 Participate in meetings/communicate routinely/prepare meeting notes.
  - 1.4.3 Manage, track, and report status of site-specific equipment.
  - 1.4.4 Accommodate any external audit or review mechanism that EPA shall require.
  - 1.4.5 Evaluate existing data, including usability, when directed by EPA.
  - 1.4.6 Coordinate with local and emergency response teams.
  - 1.4.7 Review background documents as directed by EPA.
  - 1.4.8 Attend EPA-held training.
- 1.5 Project initiation and support.
  - 1.5.1 Develop an EPA-approved laboratory quality assurance program.
  - 1.5.2 Develop/review qualifications of the laboratory for the given analytical requirements.
  - 1.5.3 Procure, manage, and provide oversight of subcontracts for analytical services.

### **Task 3 Field Investigation/Data Acquisition**

(FI)

- 3.1 Environmental survey.
- 3.2 Mobilization/demobilization.
- 3.3 Test boring and monitoring well installation and development.
- 3.4 Soil boring, drilling, and testing.
- 3.5 Environmental sampling.
- 3.6 Physical/chemical testing (for treatment, handling or disposal).
- 3.7 Field-generated waste characterization and disposal in accordance with local, state and federal regulations.

### **Task 4 Sample Analysis**

(SN)

- 4.1 Sample analyses and production of analytical data.

### **Task 5 Analytical Support and Data Validation**

(AN)

- 5.1 Collect, prepare, and ship environmental samples in accordance with the Field Sampling Plan (FSP).
  - 5.1.1 Field screening.
  - 5.1.2 Ground water sampling.
  - 5.1.3 Surface and subsurface soil sampling.
  - 5.1.6 Biota sampling.
- 5.2 Develop performance or acceptance criteria (such as data quality objectives (DQO)) for each sampling event; these criteria shall be the determinative factor for assessing the success or failure of the sampling.
- 5.3 Request, obtain, and perform oversight of analytical services in compliance with EPA requirements.
- 5.4 Coordinate with the EPA Sample Management Office (SMO), the Regional Sample Control Coordinator (RSCC), and/or the Environmental Services Division (ESD) regarding analytical support, data validation, and quality assurance issues.
- 5.5 Implement the EPA-approved laboratory quality assurance program that provides oversight of in-house and subcontracted laboratories through periodic performance evaluation sample analyses and/or on-site audits of operations and has a system of corrective actions.

- 5.6 Provide sample management including chain of custody procedures, information management, sample retention, and 10-year data storage.
- 5.7 Perform data validation, the process by which the quality of the data, the defensibility of the data, and the chain of custody are verified. Perform data validation in accordance with Regional guidelines.
- 5.8 Review data for usability for its intended purpose.
- 5.9 Provide reports on data validation and usability.

**Task 6 Data Evaluation (DE)**

- 6.1 Combine analytical and field data, providing data in a format that is compatible with Regional or national electronic data management network.
  - 6.1.1 Data usability evaluation and field quality assurance/quality control (QA/QC).
  - 6.1.2 Data reduction and tabulation.

**Task 7 Treatability Study/Pilot Testing (TT)**

- 7.1 Provide test facility and equipment.
- 7.2 Test and operate equipment.
- 7.3 Retrieve sample for testing.
- 7.4 Prepare Technical Memorandum.
- 7.5 Characterize and dispose of residuals in accordance with Local, State and Federal Regulations.

**Task 8 Preliminary Design (PD)**

- 8.1 Prepare preliminary design.
  - 8.1.1 Recommended project delivery strategy and scheduling, including project acceleration strategies.
  - 8.1.2 Preliminary construction schedule.
  - 8.1.3 Outline of General Specifications.
  - 8.1.4 Preliminary drawings.
  - 8.1.5 Design Criteria Report.
  - 8.1.6 Basis of design report.
  - 8.1.7 Preliminary RA and O&M cost estimates.
  - 8.1.8 Technical Support to EPA/State/USACE in Land Acquisition.
  - 8.1.9 Results of Value Engineering (VE) screening.
  - 8.1.10 Data trend evaluation and/or modeling and submission of Technical Memorandum.

**Task 9 Equipment/Services/Utilities (ES)**

- 9.1 Acquire long-lead equipment, services, and/or utilities identified during the preliminary design phase.

**Task 10 Intermediate Design (ID)**

- 10.1 Prepare intermediate design.
  - 10.1.1 Updated RA schedule.
  - 10.1.2 Intermediate specifications.
  - 10.1.3 Intermediate drawings.
  - 10.1.4 Intermediate Design Criteria Report.
  - 10.1.5 Intermediate Basis of design report.
  - 10.1.6 Revised RA and O&M cost estimates.
  - 10.1.7 An intermediate design review/briefing for EPA.
  - 10.1.8 Results of Value Engineering (VE) study if VE screening identified potential project savings.

**Task 11 Pre-Final/Final Design (FD)**

- 11.1 Subcontract award document.
- 11.2 Pre-final/final design specifications.
- 11.3 Pre-final/final drawings and schematics.
- 11.4 Pre-final/final Design Criteria Report.
- 11.5 Pre-final/final Basis of design report.
- 11.6 Pre-final/final Construction Quality Assurance Plan.
- 11.7 Draft O&M Manual.
- 11.8 Relevant Appendices.
- 11.9 Complete RA Solicitation Package.

- 11.10 Pre-final/final Revised RA and O&M cost estimates (+15 percent and -5 percent accuracy) prepared through the use of M-CACES Gold Cost Engineering System for Remedial Action.
- 11.11 A pre-final/final design review/briefing for EPA.
- 11.12 Biddability (offerability), operability, constructability, claims prevention, and environmental compliance reviews.
- 11.13 Revised Project Delivery Strategy.
- 11.14 100% design submittal.

**Task 12 Reuse Planning**

(RV)

- 12.1 Provide technical support in review and evaluation of reuse plans and redevelopment plans submitted to ensure long-term protectiveness of the remedy.

**Task 13 Post Remedial Design Support**

(DS)

- 13.1 Pre-bid (pre-solicitation) activities.
  - 13.1.1 Duplication and distribution of contract documents.
  - 13.1.2 Advertising/soliciting of bids.
  - 13.1.3 Issuing addenda.
  - 13.1.4 Pre-bid (pre-solicitation) meetings.
  - 13.1.5 Resolution of bidder (offeror) inquiries.
  - 13.1.6 On-site visits.
  - 13.1.7 Compilation of contract documents.
  - 13.1.8 Resolicit bids/offers and repackaging documents if necessary.
- 13.2 Pre-award activities.
  - 13.2.1 Receipt of bids (offers).
  - 13.2.2 Determination of responsive, responsible bidders (offerors).
  - 13.2.3 Bid (offer) tabulation.
  - 13.2.4 Bid (offer) analysis.
  - 13.2.5 Receipt of follow-up items from lowest responsible bidder (offeror).
  - 13.2.6 Review of EEO, MBE requirements, SDB subcontracting plans, etc.
  - 13.2.7 Reference checks.
  - 13.2.8 Request for consent from EPA.
- 13.3 Prepare final design fact sheet.
- 13.4 Update site-specific plans.
  - 13.4.1 Modify Site Management Plan (if necessary).
  - 13.4.2 Modify Sampling and Analysis Plan (if necessary).
  - 13.4.3 Modify Health and Safety Plan (if necessary).
  - 13.4.4 Prepare Construction Quality Assurance Plan.

**Task 14 TASK ORDER Closeout**

(CO)

- 14.1 Package and return documents to the government.
- 14.2 Duplicate, distribute, and store files.
- 14.3 Archive files in accordance with Federal Record Center requirements.
- 14.4 Produce microfiche/microfilm/optical disk or other EPA-approved storage format.
- 14.5 Prepare the TASK ORDER Closeout Report (TOCR).

### Attachment 3 - Regulations and Guidance Documents

The following list, although not comprehensive, consists of many of the regulations and guidance documents that apply to the RD process:

1. CERCLA Compliance with Other Laws Manual, Two Volumes, U.S. EPA, Office of Emergency and Remedial Response, August 1988 (DRAFT), OSWER Directive No. 9234.1-01 and -02.
2. Community Relations in Superfund - A Handbook, U.S. EPA, Office of Emergency and Remedial Response, January 1992, OSWER Directive No. 9230.0-3C.
3. The Data Quality Objectives Process for Superfund: Interim Final Guidance, U.S. EPA, EPA/540/R-93/071, September 1993.
4. Federal Acquisition Regulation, Washington, DC: U.S. Government Printing Office (revised periodically).
5. Guidance on Expediting Remedial Design and Remedial Actions, EPA/540/G-90/006, August 1990.
6. Guidance on Remedial Actions for Contaminated Ground Water at Superfund Sites, U.S. EPA Office of Emergency and Remedial Response (DRAFT), OSWER Directive No. 9283.1-2.
7. Guide to Management of Investigation-Derived Wastes, U.S. EPA, Office of Solid Waste and Emergency Response, Publication 9345.3-03FS, January 1992.
8. Interim Guidance on Compliance with Applicable of Relevant and Appropriate Requirements, U.S. EPA, Office of Emergency and Remedial Response, July 9, 1987, OSWER Directive No. 9234.0-05.
9. National Oil and Hazardous Substances Pollution Contingency Plan, Final Rule, Federal Register 40 CFR Part 300, March 8, 1990.
10. Permits and Permit Equivalency Processes for CERCLA On-Site Response Actions, February 19, 1992, OSWER Directive 9355.7-03.
11. Procedures for Completion and Deletion of NPL Sites, U.S. EPA, Office of Emergency and Remedial Response, April 1989, OSWER Directive No. 9320.2-3A.
12. Quality in the Constructed Project: A Guideline for Owners, Designers and Constructors, Volume 1, Preliminary Edition for Trial Use and Comment, American Society of Civil Engineers, May 1988.
13. Remedial Design/Remedial Action (RD/RA) Handbook, U.S. EPA, Office of Solid Waste and Emergency Response (OSWER), 9355.0-04B, EPA 540/R-95/059, June 1995.
14. Scoping the Remedial Design (Fact Sheet), February 1995, OSWER Publ. 9355.5-21 FS.
15. Standards for the Construction Industry, Code of Federal Regulations, Title 29, Part 1926, Occupational Health and Safety Administration.
16. Standards for General Industry, Code of Federal Regulations, Title 29, Part 1910, Occupational Health and Safety Administration.
17. Superfund Guidance on EPA Oversight of Remedial Designs and Remedial Actions Performed by Potentially Responsible Parties, April 1990, EPA/540/G-90/001.
18. Superfund Response Action Contracts (Fact Sheet), May 1993, OSWER Publ. 9242.2-08FS.
19. Treatability Studies Under CERCLA, Final U.S. EPA, Office of Solid Waste and Emergency Response, EPA/540/R-92/071a, October 1992.
20. Value Engineering (Fact Sheet), U.S. EPA, Office of Solid Waste and Emergency Response, Publication 9355.5-03FS, May 1990.

See the following guidance documents for more information on performance-based contracting:

10. A Guide to Best Practices for Performance-Based Service Contracting, Office of Federal Procurement Policy, April 1996.
11. A Guide to Best Practices for Performance-Based Service Contracting, Final Edition, Office of Federal Procurement Policy, October 1998.
12. Performance-Based Contracting (Fact Sheet), U.S. EPA, Office of Emergency and Remedial Response, Draft February 1999.
13. Policy Letter 91-2, To The Heads of Executive Agencies and Departments, April 9, 1991.

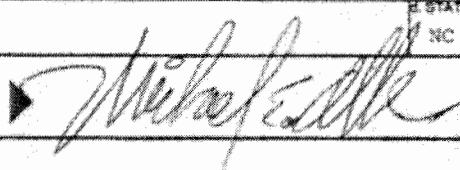
**Attachment 4 - Transmittal Of Documents For Acceptance By EPA**

[illegible]

## Attachment 5 - Transmittal Register

[illegible]



ORDER FOR SUPPLIES OR SERVICES						PAGE OF PAGES 1 22	
IMPORTANT: Mark all packages and papers with contract and/or order numbers.							
1. DATE OF ORDER 08/23/2013		2. CONTRACT NO. (if any) EP-S4-08-03		3. SHIP TO: a. NAME OF CONSIGNEE Region 4			
3. ORDER NO. 032		4. REQUISITION/REFERENCE NO. PR-R4-13-00453					
5. ISSUING OFFICE (Address correspondence to) Region 4 US Environmental Protection Agency Atlanta Federal Center 61 Forsyth Street, SW Atlanta GA 30303-3104				b. STREET ADDRESS US Environmental Protection Agency Atlanta Federal Center 61 Forsyth Street, SW			
				c. CITY Atlanta		d. STATE GA	e. ZIP CODE 30303-3104
LTD. NA				f. SHIP VIA			
a. NAME OF CONTRACTOR J.M. WALLER ASSOCIATES INC DBA: JMWA				b. TYPE OF ORDER			
b. COMPANY NAME				<input type="checkbox"/> a. PURCHASE <input checked="" type="checkbox"/> b. DELIVERY <div style="font-size: small;">Except for billing instructions on the reverse, this delivery order is subject to instructions contained on the side only of this form and is issued subject to the terms and conditions of the above-numbered contract.</div>			
c. STREET ADDRESS 11325 RANDOM HILLS RD STE 210				REFERENCE YOUR:			
				Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet, if any, including delivery as indicated.			
d. CITY Fairfax		e. STATE VA		f. ZIP CODE 22030			
9. ACCOUNTING AND APPROPRIATION DATA See Schedule				10. REQUISITIONING OFFICE Reconstruct Originating Office			
11. BUSINESS CLASSIFICATION (Check appropriate box(es)) <input checked="" type="checkbox"/> a. SMALL <input type="checkbox"/> b. OTHER THAN SMALL <input type="checkbox"/> c. DISADVANTAGED <input type="checkbox"/> d. WOMEN-OWNED <input type="checkbox"/> e. HUBZone <input checked="" type="checkbox"/> f. SERVICE-DISABLED VETERAN-OWNED <input type="checkbox"/> g. WOMEN-OWNED SMALL BUSINESS (WOSB) ELIGIBLE UNDER THE WOSB PROGRAM <input type="checkbox"/> h. EDWOSB							12. F.O.B. POINT Destination
13. PLACE OF		14. GOVERNMENT S/L NO.		15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date) 06/30/2014		16. DISCOUNT TERMS	
a. INSPECTION Destination		b. ACCEPTANCE Destination					
17. SCHEDULE (See reverse for Rejections)							
ITEM NO. (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)	
	DUNS Number: 627009152 Sanford Dry Cleaners (RD) (032-RDRD-A4YC) Type of Contract: Time and Materials TOPO: Joseph Roberson Max Expire Date: 06/30/2014 Continued ...						
18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.		17(b) TOTAL (Cont. pages)	
21. MAIL INVOICE TO:							
a. NAME RTP Finance Center				\$20,000.00		17(b) GRAND TOTAL	
b. STREET ADDRESS (or P.O. Box) US Environmental Protection Agency RTP-Finance Center Mail Drop 0143-02 109 TW Alexander Drive				\$20,000.00			
c. CITY Durham		d. STATE NC	e. ZIP CODE 27711				
22. UNITED STATES OF AMERICA BY (Signature) 				23. NAME (Typed) Michael E. Allen TITLE: CONTRACTING/ORDERING OFFICER			

AUTHORIZED FOR LOCAL REPRODUCTION  
PREVIOUS EDITION NOT USABLE

OPTIONAL FORM 347 (Rev. 8-87)  
Prescribed by GSA FPMR 41 CFR 101-11.6

**ORDER FOR SUPPLIES OR SERVICES  
SCHEDULE - CONTINUATION**

PAGE NO

2

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER

CONTRACT NO.

ORDER NO.

08/23/2013

EP-S4-08-03

032

ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
0001	<p>Admin Office: Region 4 US Environmental Protection Agency Atlanta Federal Center 61 Forsyth Street, SW Atlanta GA 30303-3104</p> <p>Accounting Info: 13--T-4ADOP-303DD2-2505-A4YCRD01-C001-134ADT 3061-001 RFY: 13 Fund: T Budget Org: 4ADOP Program (PRC): 303DD2 Budget (BOC): 2505 Job #: A4YCRD01 Cost: C001 DCN - Line ID: 134ADT3061-001 Period of Performance: 08/23/2013 to 06/30/2014</p> <p>NEW TASK ORDER FOR Sanford Dry Cleaners (RD)</p> <p>The obligated amount of award: \$20,000.00. The total for this award is shown in box 17(i).</p>				20,000.00	
TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(h))					520,000.00	

AUTHORIZED FOR LOCAL REPRODUCTION  
PREVIOUS EDITION NOT USABLE

OPTIONAL FORM 348 (Rev. 4/2004)  
Prescribed by GSA FPMR (41 CFR) 101-11.6

## **TASK ORDER PROVISIONS**

**Contract:** EP-S4-08-03, **Task Order Number:** 032

### **Background**

This action initiates a new Remedial Design (RD) task order for the Sanford Dry Cleaners Site (032-RDRD-A4YC) in accordance with the attached statement of work and the terms and conditions of Clause G.9., Ordering Methods, of the basic contract.

### **Task Order Funding Ceiling**

An initial task order funding ceiling of \$20,000.00 is hereby established for a site visit, scoping meeting, review of existing information and development of the RD task order work plan under Task 1 (Project Planning). The contractor shall acknowledge receipt of this task order within five (5) calendar days and shall prepare and forward to the Contracting Officer within fifteen (15) business days, a written task order work plan proposal.

### **Task Order Incremental Funding**

The amount of task order funding currently available for Task 1 (Project Planning) is 20,000.00. The contractor shall not make expenditures or incur obligations under this task order in excess of the ceiling price of \$20,000.00, except at the contractor's own risk.

When the contractor has reason to believe that the costs for this task order, which will accrue in the next thirty (30) days, will bring the total cost of this task order over seventy five (75) percent of the available funding specified in the task order, the contractor shall notify the Contracting Officer. Additional funding as needed shall be provided incrementally through a task order modification to fund the contractor's task order proposal.

### **EPA Contacts:**

**Contract Level COR**  
Meredith Clark  
(404) 562-8919

**Task Order COR**  
Joseph Robenson  
(404) 562-8891

**Contract Specialist**  
Stacy Hill  
(404) 562-8375

**Contracting Officer**  
Michael E. Allen  
(404) 562-8393

# STATEMENT OF WORK FOR REMEDIAL DESIGN

Sanford Dry Cleaners Superfund Site, Seminole County, Florida

August 20, 2013

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**STATEMENT OF WORK FOR  
REMEDIAL DESIGN  
Sanford Dry Cleaners Superfund Site, Seminole County, Florida  
August 20, 2013**

**Contract No: EP-S4-08-03**

**Task Order No: 032-RDRD-A4YC**

**Introduction**

**PURPOSE**

The purpose of this task order is to prepare a remedial design (RD) of the selected remedy as defined in the record of decision (ROD) issued on August 13, 2013. The ROD, issued on August 13, 2013, defines the selected remedy. This statement of work (SOW) sets forth the framework and requirements for conducting the RD activities at the Sanford Dry Cleaners Superfund Site. The RD is generally defined as those activities to be undertaken by the contractor to develop the final plans and specifications, general provisions, and special requirements necessary to translate the ROD into the remedy to be constructed under the remedial action (RA) phase. The RA is generally defined as the implementation phase of site remediation or construction of the remedy, including necessary operation and maintenance, performance monitoring, and special requirements. The RA is based on the RD to achieve the remediation goals specified in the ROD. The goal for completion of this task order is June 30, 2014.

**SITE DESCRIPTION**

The site is approximately one acre in size. The 121 S. Palmetto Ave. building consists of two floors with a single story building extending to the east of the main building. The 121 S. Palmetto Ave. building is the last known location of the drycleaners. The 113 S. Palmetto Ave property contains two single-story buildings with connected facades. The building on the northern portion of the property is slightly taller, was built in the late 19th Century, and is included on the National Register of Historic Places. This building is sometimes referred to as the old E.E. Brady Livery. It is of brick construction, overlaid with stucco. Directly behind the building is a boiler room of concrete block construction. The slightly shorter building, located on the southern portion of the 113 S. Palmetto Ave. property was reportedly built in the 1970s and is also overlaid with stucco.

The site is bordered by Investors Realty Network (former Thrifty Service Station) to the south; an alley to the east with a plumbing business (Exact Plumbing) and a home style restaurant across the alley; and S. Palmetto Avenue to the west, with a pottery store and Wine Company across the street; and the City of Sanford historic Firehouse to the north of the Site. An art studio and residence occupy the first and second floor, respectively, of the Firehouse.

The site was owned and operated as dry cleaning and laundry business by a number of different people and entities over the years. The dry cleaning business was first established at the 121 S. Palmetto Ave. property by Marion Rayborn in the 1940's under the name Downtown Drycleaners & Laundry.

The major components of the selected remedy include the following:

- Excavation of contaminated soils outside the footprint of the existing buildings. The depth of excavation will be to the water table which is approximately six feet below ground surface (bgs);
- Transportation and disposal of the excavated soil to a permitted offsite waste disposal facility;
- Installation of a soil vapor extraction (SVE) system to remove contaminants from the soil beneath existing buildings;
- Implementation of in-situ enhanced bioremediation (ISEB) to treat the highly contaminated ground water areas also identified as "Hot Spot" areas (where tetrachloroethene [PCE] or trichloroethene [TCE] concentrations are greater than 1,000 micrograms per liter [ $\mu\text{g/L}$ ]);
- Implementation of two ISEB barriers (injection treatment zones) downgradient from the "Hot Spot" areas to enhance the natural degradation processes in the surficial ground water;

- Implementation of a ground water monitoring program to assess the effectiveness of the remedy;
- Implementation of institutional controls (ICs) such as restrictive covenants or land and ground water use restrictions to ensure the protectiveness of the remedy.

## GENERAL REQUIREMENTS

This is a term-form task order that requires the contractor to complete the RD that supports the successful construction of a remedy that meets the objectives and performance criteria specified in the ROD issued on August 13, 2013. Conduct the RD in accordance with this SOW and consistently with the ROD issued on August 13, 2013, the *Remedial Design/Remedial Action (RD/RA) Handbook* (U.S. EPA Office of Solid Waste and Emergency Response (OSWER), 9355.0-04B, EPA 540/R-95/059, June 1995), and all other guidance used by EPA in conducting an RD (Attachment 3). Furnish all necessary and appropriate personnel, materials, and services needed for, or incidental to, performing and completing the remedial design in accordance SOW requirements.

In performing this task order, prepare a design package, plans, and specifications to successfully implement the selected remedy as defined in the record of decision (ROD) issued on August 13, 2013.

This SOW and accompanying work breakdown structure (WBS) (Attachment 2) is provided as a format for the contractor to structure its proposed approach and cost estimate. Use the WBS in cost estimate preparation, and technical and cost tracking and reporting under this task order.

In conducting the task order, EPA expects the contractor to propose and implement the most appropriate and cost-effective procedures and methodologies using accepted engineering practices and controls. Throughout the performance of this task order, EPA expects the contractor to be responsible for performing services and providing products at the lowest reasonable cost. If the contractor fails to meet the requirements within the negotiated costs, the government may elect to provide the contractor with additional funds to complete the task order without providing any additional fee. If there are changes to the SOW by the government, the government will issue a formal amendment to the SOW and negotiate the cost of the amendment with the contractor to form a new cost estimate.

A summary of the potential major deliverables and proposed schedule for submittals is in Attachment 1. This summary and schedule can be used as the basis for the contractor's proposed deliverables and schedules included in the work plan. Submit the major deliverables using the Transmittal of Documents for Acceptance by EPA Form. (Attachment 4). The EPA Task Order Manager (TOM)/Contracting Officer Representative (COR) will track deliverables submitted by the contractor using the Transmittal Register (Attachment 5).

Communicate at least weekly with the contracting officer representative (COR) or remedial project manager (RPM), either in face-to-face meetings or through conference calls. Document all decisions that are made in meetings and conversations with EPA. This documentation should be submitted to the COR within five working days of the meeting or conversation.

EPA will provide oversight of contractor activities throughout the RD. EPA review and approval of deliverables is a tool to assist this process and to satisfy, in part, EPA's responsibility to provide effective protection of public health, welfare, and the environment. EPA will review deliverables to assess the likelihood that the RD will achieve its remediation goals and that its performance and operations requirements have been correctly identified. Acceptance of plans and specifications by EPA does not relieve the contractor from responsibility for the adequacy of the design or its professional responsibilities.

## RECORD KEEPING REQUIREMENTS

Maintain all technical and financial records for the RD in accordance with the contract. At the completion of the task order, submit an official record of the RD in both compact disk and a hardcopy to the COR. Provide the deliverables using electronic media.

## US EPA PRIMARY CONTACT

The primary contact for this task order is Robenson Joseph. He can be reached at (404) 562 8891, via facsimile at (404) 562-8896, or via e-mail at joseph.robenson@epa.gov. His mailing address is US EPA Region 4, 61 Forsyth St, 11 Floor, Atlanta, GA 30303. The secondary contact is Meredith Clark. She can be reached at (404) 562-8919, via facsimile (404) 562-8896, or via e-mail at clark.meredith@epa.gov. Her mailing address is US EPA Region 4, 61 Forsyth St, 11 Floor, Atlanta, GA 30303.

## TO/TASK ORDER COMPLETION DATE AND PROJECT CLOSEOUT

The goal is to complete this task order by June 30, 2014. At the completion of the task order, perform all necessary project closeout activities as specified in the contract. These activities include closing out any subcontracts, indexing and consolidating project records and files as required above, and providing a technical and financial closeout report to EPA.

## RD Work Planning

### WORK PLAN

WBS: 1.1

Prepare and submit a RD work plan that includes a detailed description of implementation activities, performance monitoring, and overall management strategy, including optimization, for the RD. Typical activities involved in preparing the work plan include, but are not limited to, the following:

1. Contacting the Contracting Officer Representative (COR) within five calendar days after receipt of the task order to schedule the scoping meeting to be held at the U.S. EPA Region 4 office in Atlanta, GA. Regional personnel will be available to meet with the contractor 20 calendar days after the initial scoping meeting to discuss and clarify any issues the contractor may have regarding this project. Contact the COR to schedule this meeting at least five working days before the proposed meeting date.
2. Conducting a site visit with the COR during the RD planning phase to assist in developing an understanding of the site and any logistics.
3. Preparing and submitting a final RD work plan within 15 calendar days after the scoping meeting. The work plan shall include a detailed description of the technical approach for the RD activities in accordance with this statement of work. Specify the necessary procedures, inspections, deliverables, and schedules. Include a comprehensive implementation management schedule for completion of each major activity and submittal.
4. Preparing the estimated cost to complete the task order, including subcontractor costs, for each element of the SOW; providing a breakdown of the cost by task and subtask levels, in accordance with the contract work breakdown structure (WBS). Ensuring design cost does not exceed the 6 percent design limitation cost of construction.
5. Negotiating and preparing a revised work plan, if the contractor fails to meet the Region's minimum standards. Note that EPA does not anticipate a need to re-negotiate with the contractor nor to require the contractor to revise the work plan.
6. Providing conflict of interest disclosure.

### SITE-SPECIFIC PLANS

WBS: 1.2

Review all existing site-specific plans and prepare, update, and/or maintain plans, as necessary, for RD implementation. Incorporate the plans and procedures received from any subcontractor(s) into the overall site plans. Should the contractor fail to meet the required standards in accordance with the appropriate legal, regulatory, and EPA guidance, prepare revised site-specific plans. (NOTE: In that event, contractor costs associated with the preparation of the revised site-specific plans shall be paid by EPA but shall not bear fee.) Typical plans include, but are not limited to, the following:

- 1 Site Management Plan.
- 2 Sampling and Analysis Plan (SAP) in accordance with 40 CFR 300.415(b)(4)(ii).
- 3 Contingency Plan.
- 4 Site-specific Health and Safety Plan (HSP) that specifies employee training, protective equipment, medical surveillance requirements, standard operating procedures, and a contingency plan in accordance with 29 CFR 1910.120(f)(1) and (f)(2). NOTE: The RI/FS HSP may be modified for use if appropriate.

## **Project Management and Reporting**

### **PROJECT MANAGEMENT**

**WBS: 1.4**

Perform activities required to effectively manage the task order. These activities typically include, but are not limited to, the following:

- 1 Monitoring costs and progress.
- 2 Preparing and submitting monthly progress reports that document monthly and cumulative cost, performance status, and technical progress.
- 3 Preparing and submitting monthly invoices in accordance with the level of detail as specified in the contract.
- 4 Managing, tracking, and reporting status of site-specific equipment.
- 5 Participating in meetings and preparing and submitting meeting summaries.
- 6 Accommodating any external audit or review mechanism that EPA requires.
- 7 Evaluating existing data, including usability, when directed by EPA.
- 8 Coordinating with local and emergency response teams.
- 9 Reviewing background documents as directed by EPA.
- 10 Attending EPA-held training.

### **PROJECT INITIATION**

**WBS: 1.5**

Perform project initiation and support that will lead to the design of a remedy that eliminates, reduces, or controls risks to human health and the environment. Typical activities include, but are not limited to, the following:

- 1 Developing an EPA-approved laboratory quality assurance program that provides oversight of in-house and subcontracted laboratories through periodic performance evaluation sample analyses and/or on-site audits of operations and has a system of corrective actions to be used in cases where performance does not meet the standards of the program.
- 2 Developing/reviewing qualifications of the laboratory for the given analytical requirements.
- 3 Procuring, managing, and providing oversight of pool and team subcontracts for analytical services.

### **COMMUNITY INVOLVEMENT (CR)**

**WBS: 2**



Prepare and implement the Community Involvement Plan (CIP) for the site. Perform community involvement activities in support of EPA throughout the RD in accordance with the *National Oil and Hazardous Substances Pollution Contingency Plan* (NCP, 40 CFR Part 300) and the *Community Relations in Superfund - A Handbook*, (U.S. EPA, Office of Emergency and Remedial Response, OSWER Directive No. 9230.0-3C, January 1992). These tasks include, but are not limited to, the following:

- 1 Conducting community interviews.
- 2 Developing Community Involvement Plan (CIP).
- 3 Providing public meeting and/or open house support.
- 4 Preparing fact sheets, notices and other informational documents.
- 5 Providing support for proposed plan.
- 6 Providing public hearing support.
- 7 Publishing public notices in local newspapers serving the site community.
- 8 Maintaining public information repository.
- 9 Developing and updating site mailing lists.
- 10 Providing administrative and technical support for Responsiveness Summary.
- 11 Preparing presentation materials.
- 12 Implementing other community involvement activities as identified by the site-specific CIP or EPA.
- 13 Providing technical support to review Community Involvement deliverables and participate in public meetings.

## **Preliminary Design Package**

### **FIELD INVESTIGATION/DATA ACQUISITION (FI)**

WBS: 3

Acquire additional data to support remedial activities. The results of this effort as well as previous studies shall be used to define contaminant levels, other physical/chemical properties, and volume. Typical activities include, but are not limited to, the following:

- 14 Environmental survey.
- 15 Mobilization/demobilization.
- 16 Test boring and monitoring well installation and development.
- 17 Soil boring, drilling, and testing.
- 18 Environmental sampling.
  - Groundwater sampling
  - Surface soil sampling
  - Soil boring/permeability sampling
  - Surface water and sediment sampling
  - Air monitoring
  - Biota sampling
- 19 Physical/chemical testing (for treatment, handling or disposal).

## 20 Field generated waste characterization and disposal in accordance with local, State and Federal regulations

### SAMPLE ANALYSIS (SN)

WBS: 4

Analyze samples taken to document and confirm sampling results and performance. A variety of mechanisms may be used to implement this task including: field screening using mobile facilities or field portable equipment, the Contract Laboratory Program (CLP), laboratories procured under subpool or team subcontracts, the Regional Environmental Services Division (ESD), the Environmental Response Team (ERT) laboratory, or regionally procured laboratories. [NOTE: This task consists exclusively of performing sample analyses and producing analytical data. For cost estimating purposes, there should be no direct labor costs under this task - no hours should be reflected under this task, only dollars.]

### ANALYTICAL SUPPORT AND DATA VALIDATION (AN)

WBS: 5

Schedule, coordinate, track, and oversee sample analyses and validate analytical data. Typical activities include, but are not limited to, the following:

- 1 Collecting, preparing, and shipping environmental samples in accordance with the Field Sampling Plan (FSP). The following types of sampling shall be required:
  - a. Field screening
  - b. Ground water sampling
  - c. Surface and subsurface soil sampling
  - d. Surface water and sediment sampling
  - e. Air monitoring and sampling
  - f. Biota sampling
  - g. Other types of media sampling and screening
- 2 Developing data quality objectives (DQO) for each sampling event; these DQOs shall be the determinative factor for assessing the success or failure of the sampling.
- 3 Requesting, obtaining, and performing oversight of analytical services in compliance with EPA requirements.
- 4 Coordinating with the EPA Sample Management Office (SMO), the Regional Sample Control Coordinator (RSCC), and/or the Environmental Services Division (ESD) regarding analytical support, data validation, and quality assurance issues.
- 5 Implementing the EPA-approved laboratory quality assurance program that provides oversight of in-house and subcontracted laboratories through periodic performance evaluation sample analyses and/or on-site audits of operations and has a system of corrective actions.
- 6 Providing sample management including chain of custody procedures, information management, sample retention, and 10-year data storage.
- 7 Performing data validation, the process by which the quality of the data, the defensibility of the data, and the chain of custody are verified. Performing data validation in accordance with Regional guidelines.
- 8 Reviewing data for usability for its intended purpose.
- 9 Providing reports on data validation and usability.

### DATA EVALUATION (DE)

WBS: 6

Compile analytical and field data. Provide data in format that is compatible with Regional or National electronic data management network. Typical activities include, but are not limited to, the following:

- 1 Data usability evaluation and field quality assurance/quality control (QA/QC).

- 2 Data Reduction and Tabulation.
- 3 Data trend evaluation and/or modeling and submission of Technical Memorandum.

#### TREATABILITY STUDY/PILOT TESTING (TT)

WBS: 7

Conduct laboratory screening, bench-scale and pilot-scale treatability studies to determine the suitability of remedial technologies or alternatives to site conditions and problems. Typical activities include, but are not limited to, the following:

- 1 Providing test facility and equipment.
- 2 Testing and operating equipment.
- 3 Retrieving sample for testing.
- 4 Preparing Technical Memorandum.
- 5 Characterizing and disposing of residuals in accordance with local, State, and Federal regulations.

#### PRELIMINARY DESIGN (PD)

WBS: 8

Prepare the preliminary design. Typical components include, but are not limited to, the following:

- 1 Recommended project delivery strategy and scheduling, including project acceleration strategies.
- 2 Preliminary construction schedule.
- 3 Outline of General Specifications.
- 4 Preliminary drawings.
- 5 Design Criteria Report.
- 6 Basis of Design Report.
- 7 Preliminary RA and O&M cost estimates (+50 percent and -30 percent accuracy) prepared through the use of M-CACES Gold Cost Engineering System for Remedial Action.
- 8 Technical Support to EPA/State/U.S. Army Corps of Engineers (USACE) in Land Acquisition.
- 9 Results of Value Engineering (VE) screening.

#### INTERMEDIATE DESIGN (ID)

WBS: 10

Prepare the intermediate design. Typical components include, but are not limited to, the following:

- 1 Updated RA schedule.
- 2 Intermediate specifications.
- 3 Intermediate drawings.
- 4 Intermediate Design Criteria Report.
- 5 Intermediate Basis of Design Report.

- 6 Revised RA and O&M cost estimates prepared through the use of M-CACES Gold Cost Engineering System for Remedial Action.
- 7 An intermediate design review/briefing for EPA.
- 8 Results of Value Engineering (VE) study if VE screening identified potential project savings.

#### EQUIPMENT/SERVICES/UTILITIES (ES)

WBS: 9

Acquire long-lead equipment, services, and/or utilities identified during the preliminary design phase.

#### REUSE PLANNING (RV)

WBS: 12

Assist in the review and evaluation of reuse plans and redevelopment plans submitted to ensure long-term protectiveness of the RD and remedy.

### Pre-Final Design Package

#### PRE-FINAL/FINAL DESIGN (FD)

WBS: 11

Prepare the Pre-final/Final Design. Typical components include, but are not limited to, the following:

- 1 Subcontract award document.
- 2 Pre-final/Final Design Specifications.
- 3 Pre-final/Final Drawings and Schematics.
- 4 Pre-final/Final Design Criteria Report.
- 5 Pre-final/Final Basis of Design Report.
- 6 Pre-final/Final Construction Quality Assurance Plan.
- 7 Draft O&M Manual.
- 8 Relevant Appendices.
- 9 Complete RA Solicitation Package.
- 10 Pre-final/Final Revised RA and O&M cost estimates prepared through the use of M-CACES Gold Cost Engineering System for Remedial Action.
- 11 A pre-final/final design review/briefing for EPA.
- 12 Biddability (offerability), operability, constructability, claims prevention, and environmental compliance reviews.
- 13 Revised Project Delivery Strategy.
- 14 100% design submittal, which shall include the final plans and specifications in reproducible format, final cost estimate, and a schedule of the overall Remedial Action.

### Final Design Package

#### POST REMEDIAL DESIGN SUPPORT (DS)

WBS: 13

Solicit the procurement, evaluate offers received, and inform the EPA Contracting Officer of the best qualified/cost effective offer. (Award of the contract will be part of Remedial Action Task order.) Specific activities include, but are not limited to, the following:

- 1 Pre-bid (Pre-Solicitation) Activities.
  - A Duplication and distribution of contract documents
  - B Advertising/soliciting of bids
  - C Issuing addenda
  - D Pre-bid (pre-solicitation) meetings
  - E Resolution of bidder (offeror) inquiries
  - F On-site visits
  - G Compilation of contract documents
  - H Resolicit bids/offers and repackage documents if necessary
- 2 Pre-award Activities.
  - A Receipt of bids (offers)
  - B Determination of responsive, responsible bidders (offerors)
  - C Bid (offer) tabulation
  - D Bid (offer) analysis
  - E Receipt of follow-up items from lowest responsible bidder (offeror)
  - F Review of EEO, MBE requirements, SDB subcontracting plans, etc.
  - G Reference checks
  - H Request for consent from EPA
- 3 Preparation of final design fact sheet.

Before remedial action field activities begin, update or write, if necessary, site-specific plans. The existing plans developed for the RD, amended at the direction of the EPA COR, shall be used if appropriate. Plans that establish procedures to be followed by the contractor in performing field, laboratory and analysis work in addition to community and agency liaison activities, may be reviewed by the RD contractor. Typical plans reviewed include, but are not limited to, the following:

- 4 Site Management Plan.
- 5 Sampling and Analysis Plan (SAP).
- 6 Health and Safety Plan (HASP).
- 7 Construction Quality Assurance Plan.
- 8 Contingency Plan.

#### TASK ORDER CLOSEOUT (CO)

WBS: 14

Perform the necessary activities to close out the task order in accordance with contract requirements. Typical activities include but are not limited to, the following:

- 1 Packaging and returning documents to the government.
- 2 Duplicating/distribution/storage of files.
- 3 Archiving files in accordance with Federal Record Center requirements.
- 4 Preparing microfiche/microfilm/optical disk or other EPA-approved data storage technology.
- 5 Preparing the closeout report in accordance with Regional guidance or other procedures as specified in the task order.

**Attachment 1 - Summary of Major Submittals for the Remedial Design at Sanford Dry Cleaners Site**

<b>DELIVERABLE</b>	<b>NO. OF COPIES</b>	<b>DUE DATE (calendar days)</b>	<b>EPA REVIEW PERIOD</b>
Remedial Design Work Plan	3	15 days after scoping meeting for final work plan	7 days after receipt
Site Management Plan (SMP)	3	30 days after approval of RD work plan	15 days after receipt
Quality Assurance Project Plan (QAPP)	3	45 days after TO initiation	30 days after receipt
Field Sampling Plan (FSP)	3	45 days after TO initiation	30 days after receipt
Health and Safety Plan (HASP)	3	45 days after TO initiation	30 days after receipt
Community Relations Plan (CRP)	3	45 days after TO initiation	30 days after receipt
Fact Sheets	3	As needed	3 days after receipt of fact sheet
Preliminary Design	3	120 days after RD work plan approved	30 days after receipt
Intermediate Design	3	30 days after preliminary design approved	30 days after receipt of int. plans & specs
Prefinal Design Package	3	30 days after intermediate design approved	30 days after receipt of plans & specs
Final Design Package	3	20 days after prefinal design comments received	NA
Remedial Action Contract Documents	3	20 days after final design approved	21 days after receipt of R.A documents

## Attachment 2 - Work Breakdown Structure (WBS) for Remedial Design (RD)

- Task 1 Project Planning and Support (PP)**
- 1.1 Project planning.
    - 1.1.1 Attend scoping meeting.
    - 1.1.2 Conduct site visit.
    - 1.1.3 Develop Work Plan and cost estimate
    - 1.1.4 Negotiate Work Plan and Cost Estimate.
    - 1.1.5 Provide conflict of interest disclosure.
  - 1.2 Prepare, review, and revise the site-specific plans required to implement the RD at the site.
    - 1.2.1 Site Management Plan (SMP).
    - 1.2.2 Contingency Plan.
    - 1.2.3 Prepare a Sampling and Analysis Plan (SAP).
    - 1.2.4 Prepare a site-specific Health and Safety Plan (HSP) that specifies employee training, protective equipment, medical surveillance requirements, standard operating procedures, and a contingency plan in accordance with 29 CFR 1910.120(l)(1) and (l)(2). NOTE: The RI/FS HSP may be modified for use if appropriate.
  - 1.4 Project management.
    - 1.4.1 Monitor costs and prepare periodic status reports.
    - 1.4.2 Participate in meetings/communicate routinely/prepare meeting notes.
    - 1.4.3 Manage, track, and report status of site-specific equipment.
    - 1.4.4 Accommodate any external audit or review mechanism that EPA shall require.
    - 1.4.5 Evaluate existing data, including usability, when directed by EPA.
    - 1.4.6 Coordinate with local and emergency response teams.
    - 1.4.7 Review background documents as directed by EPA.
    - 1.4.8 Attend EPA-held training.
  - 1.5 Project initiation and support.
    - 1.5.1 Develop an EPA-approved laboratory quality assurance program.
    - 1.5.2 Develop/review qualifications of the laboratory for the given analytical requirements.
    - 1.5.3 Procure, manage, and provide oversight of subcontracts for analytical services.
- Task 2 Community Involvement (CR)**
- 2.1 Conduct community interviews.
  - 2.2 Prepare Community Involvement Plan (CIP).
  - 2.3 Provide public meeting and/or open house support.
  - 2.4 Prepare fact sheets, notices and other informational documents.
  - 2.5 Provide support for proposed plan.
  - 2.6 Provide public hearing support.
  - 2.7 Publish public notices in local newspapers serving the site community.
  - 2.8 Maintain public information repositories.
  - 2.9 Develop and update site mailing list.
  - 2.10 Provide administrative and technical support for Responsiveness Summary.
  - 2.11 Prepare presentation materials.
  - 2.12 Implementation of other Community Involvement activities as identified by the site-specific Community Involvement Plan or EPA.
  - 2.13 Provide technical support to review Community Involvement deliverables and participate in public meetings.
- Task 3 Field Investigation/Data Acquisition (FI)**
- 3.1 Environmental survey.
  - 3.2 Mobilization/demobilization.
  - 3.3 Test boring and monitoring well installation and development.
  - 3.4 Soil boring, drilling, and testing.
  - 3.5 Environmental sampling.
  - 3.6 Physical/chemical testing (for treatment, handling or disposal).
  - 3.7 Field-generated waste characterization and disposal in accordance with local, state and federal regulations.
- Task 4 Sample Analysis (SN)**

- 4.1 Sample analyses and production of analytical data. [NOTE: For cost estimating purposes there should be no direct labor costs under this task - no hours should be reflected under this task, only dollars.]

**Task 5 Analytical Support and Data Validation**

(AN)

- 5.1 Collect, prepare, and ship environmental samples in accordance with the Field Sampling Plan (FSP).
- 5.1.1 Field screening.
  - 5.1.2 Ground water sampling.
  - 5.1.3 Surface and subsurface soil sampling.
  - 5.1.4 Surface water and sediment sampling.
  - 5.1.5 Air monitoring and sampling.
  - 5.1.6 Biota sampling.
  - 5.1.7 Other types of media sampling and screening.
- 5.2 Develop performance or acceptance criteria (such as data quality objectives (DQO)) for each sampling event; these criteria shall be the determinative factor for assessing the success or failure of the sampling.
- 5.3 Request, obtain, and perform oversight of analytical services in compliance with EPA requirements.
- 5.4 Coordinate with the EPA Sample Management Office (SMO), the Regional Sample Control Coordinator (RSCC), and/or the Environmental Services Division (ESD) regarding analytical support, data validation, and quality assurance issues.
- 5.5 Implement the EPA-approved laboratory quality assurance program that provides oversight of in-house and subcontracted laboratories through periodic performance evaluation sample analyses and/or on-site audits of operations and has a system of corrective actions.
- 5.6 Provide sample management including chain of custody procedures, information management, sample retention, and 10-year data storage.
- 5.7 Perform data validation, the process by which the quality of the data, the defensibility of the data, and the chain of custody are verified. Perform data validation in accordance with Regional guidelines.
- 5.8 Review data for usability for its intended purpose.
- 5.9 Provide reports on data validation and usability.

**Task 6 Data Evaluation**

(DE)

- 6.1 Combine analytical and field data, providing data in a format that is compatible with Regional or national electronic data management network.
- 6.1.1 Data usability evaluation and field quality assurance/quality control (QA/QC).
  - 6.1.2 Data reduction and tabulation.

**Task 7 Treatability Study/Pilot Testing**

(TT)

- 7.1 Provide test facility and equipment.
- 7.2 Test and operate equipment.
- 7.3 Retrieve sample for testing.
- 7.4 Prepare Technical Memorandum.
- 7.5 Characterize and dispose of residuals in accordance with Local, State and Federal Regulations.

**Task 8 Preliminary Design**

(PD)

- 8.1 Prepare preliminary design.
- 8.1.1 Recommended project delivery strategy and scheduling, including project acceleration strategies.
  - 8.1.2 Preliminary construction schedule.
  - 8.1.3 Outline of General Specifications.
  - 8.1.4 Preliminary drawings.
  - 8.1.5 Design Criteria Report.
  - 8.1.6 Basis of design report.
  - 8.1.7 Preliminary RA and O&M cost estimates.
  - 8.1.8 Technical Support to EPA/State/USACE in Land Acquisition.
  - 8.1.9 Results of Value Engineering (VE) screening.



8.1.10 Data trend evaluation and/or modeling and submission of Technical Memorandum.

**Task 9 Equipment/Services/Utilities**

(ES)

- 9.1 Acquire long-lead equipment, services, and/or utilities identified during the preliminary design phase.

**Task 10 Intermediate Design**

(ID)

- 10.1 Prepare intermediate design.
- 10.1.1 Updated RA schedule.
  - 10.1.2 Intermediate specifications.
  - 10.1.3 Intermediate drawings.
  - 10.1.4 Intermediate Design Criteria Report.
  - 10.1.5 Intermediate Basis of design report.
  - 10.1.6 Revised RA and O&M cost estimates.
  - 10.1.7 An intermediate design review/briefing for EPA.
  - 10.1.8 Results of Value Engineering (VE) study if VE screening identified potential project savings.

**Task 11 Pre-Final/Final Design**

(FD)

- 11.1 Subcontract award document.
- 11.2 Pre-final/final design specifications.
- 11.3 Pre-final/final drawings and schematics.
- 11.4 Pre-final/final Design Criteria Report.
- 11.5 Pre-final/final Basis of design report.
- 11.6 Pre-final/final Construction Quality Assurance Plan.
- 11.7 Draft O&M Manual.
- 11.8 Relevant Appendices.
- 11.9 Complete RA Solicitation Package.
- 11.10 Pre-final/final Revised RA and O&M cost estimates prepared through the use of M-CACES Gold Cost Engineering System for Remedial Action.
- 11.11 A pre-final/final design review/briefing for EPA.
- 11.12 Biddability (offerability), operability, constructability, claims prevention, and environmental compliance reviews.
- 11.13 Revised Project Delivery Strategy.
- 11.14 100% design submittal.

**Task 12 Reuse Planning**

(RV)

- 12.1 Provide technical support in review and evaluation of reuse plans and redevelopment plans submitted to ensure long-term protectiveness of the remedy.

**Task 13 Post Remedial Design Support**

(DS)

- 13.1 Pre-bid (pre-solicitation) activities.
- 13.1.1 Duplication and distribution of contract documents.
  - 13.1.2 Advertising/soliciting of bids.
  - 13.1.3 Issuing addenda.
  - 13.1.4 Pre-bid (pre-solicitation) meetings.
  - 13.1.5 Resolution of bidder (offeror) inquiries.
  - 13.1.6 On-site visits.
  - 13.1.7 Compilation of contract documents.
  - 13.1.8 Resolicit bids/offers and repackage documents if necessary.
- 13.2 Pre-award activities.
- 13.2.1 Receipt of bids (offers).
  - 13.2.2 Determination of responsive, responsible bidders (offerors).
  - 13.2.3 Bid (offer) tabulation.
  - 13.2.4 Bid (offer) analysis.
  - 13.2.5 Receipt of follow-up items from lowest responsible bidder (offeror).
  - 13.2.6 Review of EEO, MBE requirements, SDB subcontracting plans, etc.
  - 13.2.7 Reference checks.
  - 13.2.8 Request for consent from EPA.

- 13.3 Prepare final design fact sheet.
- 13.4 Update site-specific plans.
  - 13.4.1 Modify Site Management Plan (if necessary).
  - 13.4.2 Modify Sampling and Analysis Plan (if necessary).
  - 13.4.3 Modify Health and Safety Plan (if necessary).
  - 13.4.4 Prepare Construction Quality Assurance Plan.

**Task 14 Task Order Closeout**

(CO)

- 14.1 Package and return documents to the government.
- 14.2 Duplicate, distribute, and store files.
- 14.3 Archive files in accordance with Federal Record Center requirements.
- 14.4 Produce microfiche/microfilm/optical disk or other EPA-approved storage format.
- 14.5 Prepare the Task Order Closeout Report (TOCR).

### Attachment 3 - Regulations and Guidance Documents

The following list, although not comprehensive, consists of many of the regulations and guidance documents that apply to the RD process:

1. CERCLA Compliance with Other Laws Manual, Two Volumes, U.S. EPA, Office of Emergency and Remedial Response, August 1988 (DRAFT), OSWER Directive No. 9234.1-01 and -02.
2. Community Relations in Superfund - A Handbook, U.S. EPA, Office of Emergency and Remedial Response, January 1992, OSWER Directive No. 9230.0-3C.
3. The Data Quality Objectives Process for Superfund: Interim Final Guidance, U.S. EPA, EPA/540/R-93/071, September 1993.
4. Federal Acquisition Regulation, Washington, DC: U.S. Government Printing Office (revised periodically).
5. Guidance on Expediting Remedial Design and Remedial Actions, EPA/540/G-90/006, August 1990.
6. Guidance on Remedial Actions for Contaminated Ground Water at Superfund Sites, U.S. EPA Office of Emergency and Remedial Response (DRAFT), OSWER Directive No. 9283.1-2.
7. Guide to Management of Investigation-Derived Wastes, U.S. EPA, Office of Solid Waste and Emergency Response, Publication 9345.3-03FS, January 1992.
8. Interim Guidance on Compliance with Applicable of Relevant and Appropriate Requirements, U.S. EPA, Office of Emergency and Remedial Response, July 9, 1987, OSWER Directive No. 9234.0-05.
9. National Oil and Hazardous Substances Pollution Contingency Plan; Final Rule, Federal Register 40 CFR Part 300, March 8, 1990.
10. Permits and Permit Equivalency Processes for CERCLA On-Site Response Actions, February 19, 1992, OSWER Directive 9355.7-03.
11. Procedures for Completion and Deletion of NPL Sites, U.S. EPA, Office of Emergency and Remedial Response, April 1989, OSWER Directive No. 9320.2-3A.
12. Quality in the Constructed Project: A Guideline for Owners, Designers and Constructors, Volume 1, Preliminary Edition for Trial Use and Comment, American Society of Civil Engineers, May 1988.
13. Remedial Design/Remedial Action (RD/RA) Handbook, U.S. EPA, Office of Solid Waste and Emergency Response (OSWER), 9355.0-04B, EPA 540/R-95/059, June 1995.
14. Scoping the Remedial Design (Fact Sheet), February 1995, OSWER Publ. 9355-5-21 FS.
15. Standards for the Construction Industry, Code of Federal Regulations, Title 29, Part 1926, Occupational Health and Safety Administration.
16. Standards for General Industry, Code of Federal Regulations, Title 29, Part 1910, Occupational Health and Safety Administration.
17. Superfund Guidance on EPA Oversight of Remedial Designs and Remedial Actions Performed by Potentially Responsible Parties, April 1990, EPA/540/G-90/001.
18. Superfund Response Action Contracts (Fact Sheet), May 1993, OSWER Publ. 9242.2-08FS.
19. Treatability Studies Under CERCLA, Final. U.S. EPA, Office of Solid Waste and Emergency Response, EPA/540/R-92/071a, October 1992.
20. Value Engineering (Fact Sheet), U.S. EPA, Office of Solid Waste and Emergency Response, Publication 9355.5-03FS, May 1990.

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See the following guidance documents for more information on performance-based contracting:

10. A Guide to Best Practices for Performance-Based Service Contracting, Office of Federal Procurement Policy, April 1996.
11. A Guide to Best Practices for Performance-Based Service Contracting, Final Edition, Office of Federal Procurement Policy, October 1998.
12. Performance-Based Contracting (Fact Sheet), U.S. EPA, Office of Emergency and Remedial Response, Draft February 1999.
13. Policy Letter 91-2, To The Heads of Executive Agencies and Departments, April 9, 1991.

**Attachment 4 - Transmittal Of Documents For Acceptance By EPA**

[illegible]

[illegible]



# ORDER FOR SUPPLIES OR SERVICES

PAGE 1 OF 3

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

1. DATE OF ORDER 08/26/2014		2. CONTRACT NO. (If any) EP-S4-08-03		6. SHIP TO	
3. ORDER NO. 038		4. REQUISITION/REFERENCE NO. PR-R4-14-00401		a. NAME OF CONSIGNEE Region 4	
5. ISSUING OFFICE (Address correspondence to) Region 4 US Environmental Protection Agency Atlanta Federal Center 61 Forsyth Street, SW Atlanta GA 30303-3104				b. STREET ADDRESS US Environmental Protection Agency Atlanta Federal Center 61 Forsyth Street, SW	
c. CITY Atlanta		d. STATE GA		e. ZIP CODE 30303-3104	
7. TO: NA				f. SHIP VIA	
a. NAME OF CONTRACTOR J.M. WALLER ASSOCIATES INC DBA: JMW				8. TYPE OF ORDER	
b. COMPANY NAME				<input checked="" type="checkbox"/> a. PURCHASE <input type="checkbox"/> b. DELIVERY REFERENCE YOUR Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet, if any, including delivery as indicated.	
c. STREET ADDRESS 11325 RANDOM HILLS RD STE 210				Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.	
d. CITY Fairfax		e. STATE VA		f. ZIP CODE 22030	
9. ACCOUNTING AND APPROPRIATION DATA See Schedule				10. REQUISITIONING OFFICE Reconstruct Originating Office	
11. BUSINESS CLASSIFICATION (Check appropriate box(es)) <input type="checkbox"/> a. SMALL <input type="checkbox"/> b. OTHER THAN SMALL <input type="checkbox"/> c. DISADVANTAGED <input type="checkbox"/> d. WOMEN-OWNED <input type="checkbox"/> e. HUBZone <input checked="" type="checkbox"/> f. SERVICE-DISABLED VETERAN-OWNED <input type="checkbox"/> g. WOMEN-OWNED SMALL BUSINESS (WOSB) ELIGIBLE UNDER THE WOSB PROGRAM <input type="checkbox"/> h. EDWOSB					12. F.O.B. POINT Destination
13. PLACE OF		14. GOVERNMENT B/L NO.		15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date) 12/15/2015	
a. INSPECTION Destination		b. ACCEPTANCE Destination		16. DISCOUNT TERMS	

## 17. SCHEDULE (See reverse for Rejections)

ITEM NO. (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	DUNS Number: 627009152 Escambia Wood Treating (RD) 038-RDRD-04GS Task Order Type: Time and Materials TOPO: Meredith Clark Max Expire Date: 12/15/2015 Continued ...					
18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.		17(h) TOTAL (Cont. pages)
21. MAIL INVOICE TO:						
a. NAME RTP Finance Center		\$20,000.00				17(i) GRAND TOTAL
b. STREET ADDRESS (or P.O. Box) US Environmental Protection Agency RTP-Finance Center Mail Drop D143-02 109 TW Alexander Drive		\$20,000.00				
c. CITY Durham		d. STATE NC		e. ZIP CODE 27711		

22. UNITED STATES OF AMERICA BY (Signature)

08/26/2014

*Stacy Hill*

ELECTRONIC SIGNATURE

23. NAME (Typed)

Stacy Hill

TITLE CONTRACTING/ORDERING OFFICER

**ORDER FOR SUPPLIES OR SERVICES**  
**SCHEDULE - CONTINUATION**

PAGE NO

2

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER

CONTRACT NO

ORDER NO

08/26/2014

EP-S4-08-03

038

ITEM NO (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
0001	<p>Admin Office: Region 4 US Environmental Protection Agency Atlanta Federal Center 61 Forsyth Street, SW Atlanta GA 30303-3104</p> <p>Accounting Info: 14-T-4AD0P-303DD2-2505-04GSRD02-C004-144ADT4 048-001 BFY: 14 Fund: T Budget Org: 4AD0P Program (PRC): 303DD2 Budget (BOC): 2505 Job #: 04GSRD02 Cost: C004 DCN - Line ID: 144ADT4048-001 Period of Performance: 08/26/2014 to 12/15/2015</p> <p>ESCAMBIA RD, NEW TASK ORDER</p> <p>(see attached Statement of Work)</p> <p>The obligated amount of award: \$20,000.00. The total for this award is shown in box 17(i).</p>				20,000.00	

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$20,000.00

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## **TASK ORDER PROVISIONS**

**Contract:** EP-S4-08-03, Task Order Number: 038

### **Background**

This action initiates a new Remedial Design (RD) task order for the Escambia Wood Treating Site (038-RDRD-04GS) in accordance with the attached statement of work and the terms and conditions of Clause G.9., Ordering Methods, of the basic contract.

### **Task Order Funding Ceiling**

An initial task order funding ceiling of \$20,000.00 is hereby established for a site visit, scoping meeting, review of existing information and development of the RD task order work plan under Task 1 (Project Planning). The contractor shall acknowledge receipt of this task order within five (5) calendar days and shall prepare and forward to the Contracting Officer within fifteen (15) business days, a written task order work plan proposal.

### **Task Order Incremental Funding**

The amount of task order funding currently available for Task 1 (Project Planning) is 20,000.00. The contractor shall not make expenditures or incur obligations under this task order in excess of the ceiling price of \$20,000.00, except at the contractor's own risk.

When the contractor has reason to believe that the costs for this task order, which will accrue in the next thirty (30) days, will bring the total cost of this task order over seventy five (75) percent of the available funding specified in the task order, the contractor shall notify the Contracting Officer. Additional funding as needed shall be provided incrementally through a task order modification to fund the contractor's task order proposal.

### **EPA Contacts:**

#### **Contract Level COR**

Meredith Clark  
(404) 562-8919

#### **Task Order COR**

Erik Spalvins  
(404) 562-8938

#### **Contracting Officer**

Stacy Hill  
(404) 562-8375

#### **Contract Specialist**

Samuel Richardson  
(404) 562-8224

# **RACs LITE STATEMENT OF WORK FOR REMEDIAL DESIGN**

## **Escambia Wood Treating Company Superfund Site, Escambia County, Florida**

August 12, 2014

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**PERFORMANCE-BASED CONTRACTING  
STATEMENT OF WORK FOR  
REMEDIAL DESIGN**

Escambia Wood Treating Company Superfund Site, Escambia County, Florida  
August 12, 2014

**PURPOSE**

The purpose of this task order is to prepare a remedial design (RD) of the selected remedy as defined in the **2014 Record of Decision (ROD) Amendment and the Record of Decision (ROD) issued in September 2008**. The ROD and the ROD Amendment define the selected remedy. There is an existing Remedial Design (RD) for the remedy described in the 2008 ROD and the existing RD should be referenced as needed. This statement of work (SOW) sets forth the framework and requirements for conducting the RD activities for the SWMU 10 area of Operable Unit 2 (OU2) at the Escambia Wood Treating Company Superfund Site. The RD is generally defined as those activities to be undertaken by the contractor to develop the plans and specifications, general provisions, special requirements and **performance specifications** necessary to translate the ROD into **the appropriate level of detail to serve as a request for proposals for Remedial Action (RA) contractors to construct** the remedy during the remedial action (RA) phase. The RA is generally defined as the implementation phase of site remediation or construction of the remedy, including necessary operation and maintenance, performance monitoring, and special requirements. The RA is based on the RD to achieve the remediation goals specified in the ROD. The goal for completion of this task order is December 15, 2015.

**SITE DESCRIPTION**

The detailed Site history is in the attached Proposed Plan and in the 2008 ROD and 2014 ROD Amendment.

Groundwater contamination decreases gradually from the SWMU 10 source area and has been divided into four areas for cleanup. Two areas contain NAPL contamination; the Source Area (SA) and the Highly Adsorbed Phase Area (HAPA). Two plumes contain low-level adsorbed phase and dissolved contamination; the High Concentration Plume (HCP) and the Dilute Plume (DP). The use of a treatment train approach allows the design of a more cost effective treatment system than relying on one technology to attain the cleanup levels.

The major components of the selected remedy include the following technologies which may be used together, separately or in series:

- **Source Area (SA)**
  - The SA contains thick areas of heavy NAPL contamination, both mobile free-flowing NAPL and non-mobile residual NAPL on soils that are heavily stained. NAPL is found in lateral lenses ranging in thickness from 4 ft to over 50 ft.
  - The SA comprises about 200,000 CY of the aquifer and contains an estimated 200,000 gallons of NAPL.
  - Steam Enhanced Extraction (SEE)
  - In situ Enhanced Bioremediation (ISEB)
  - Surfactant Enhanced Aquifer Remediation (SEAR), and In situ Chemical Oxidation (ISCO), if necessary
- **Highly Adsorbed Phase Area (HAPA)**
  - The HAPA contains soils stained with non-mobile NAPL or dissolved contamination above 7,000 µg/L of naphthalene. The stained areas tend to be 2 ft or less in thickness. The residual NAPL in these soils are not flowing, but still represent a substantial source for groundwater contamination.
  - Surfactant Enhanced Aquifer Remediation (SEAR)
  - In situ Chemical Oxidation (ISCO)
  - In situ Enhanced Bioremediation (ISEB)

- **High Concentration Plume (HCP)**
  - The HCP is defined as the area containing no residual NAPL and dissolved naphthalene contamination less than 7,000 µg/L of naphthalene, but above the FDEP NADC criterion of 140 µg/L.
  - In situ Enhanced Bioremediation (ISEB)
- **Dilute Plume (DP)**
  - The Dilute Plume area is defined by concentrations of dissolved naphthalene less than 140 µg/L, which is the FDEP NADC for naphthalene.
  - Monitored Natural Attenuation

## GENERAL REQUIREMENTS

This is a term-form task order that requires the contractor to complete the RD that supports the successful construction of a remedy that meets the objectives and performance criteria specified in of the selected remedy as defined in the **2014 Record of Decision (ROD) Amendment** and the Record of Decision (ROD) issued in **September 2008**. Conduct the RD in accordance with this SOW and consistently with the 2014 Record of Decision (ROD) Amendment and the Record of Decision (ROD) issued in September 2008, the *Remedial Design/Remedial Action (RD/RA) Handbook* (U.S. EPA Office of Solid Waste and Emergency Response (OSWER), 9355.0-04B, EPA 540/R-95/059, June 1995), and all other guidance used by EPA in conducting an RD (Attachment 3). Furnish all necessary and appropriate personnel, materials, and services needed for, or incidental to, performing and completing the remedial design in accordance SOW requirements.

In performing this task order, prepare a design package, plans, and specifications to:

This RD will develop a remedial strategy for implementing the OU2 remedy in a phased approach, with a short term remedial action focused on:

- X This will be an expedited RD, which will focus on the performance needed by the remedial components and does not require detailed specifications needed to construct the Remedy.
- X Develop a phasing strategy, prioritizing treatment of the most contaminated areas.
- X The phasing strategy should evaluate the possibility that the Source Area and HAPA remedies are installed and operate for an extended period (10 years) without additional down gradient treatment. The remedial strategy should include provisions for measuring flux and natural attenuation over this time period.
- X Develop performance-based specifications for the SEE, SEAR, ISCO, and ISEB treatment train, which leave appropriate engineering specifications for complex treatment technology to be developed during the RA request for proposal process, since the vendors have specialized expertise and proprietary technologies.
- X Develop a monitoring strategy for the entire plume
- X Propose and install additional wells as needed to supplement the current flux measurements. Additional wells should be installed so samples from multiple intervals can be taken from one boring.
- X Identify additional existing wells located on the east side of Bayou Texar that can be used for monitoring.

This SOW and accompanying work breakdown structure (WBS) (Attachment 2) is provided as a format for the contractor to structure its proposed approach and cost estimate. Use the WBS in cost estimate preparation, and technical and cost tracking and reporting under this work assignment/ task order.

In conducting the task order, EPA expects the contractor to propose and implement the most appropriate and cost-effective procedures and methodologies using accepted engineering practices and controls. Throughout the performance of this task order, EPA expects the contractor to be responsible for performing services and providing products at the lowest reasonable cost. If the contractor fails to meet the requirements within the negotiated costs, the government may elect to provide the contractor with additional funds to complete the task order without providing any additional fee. If there are changes to the SOW by the government, the government

will issue a formal amendment to the SOW and negotiate the cost of the amendment with the contractor to form a new cost estimate.

A summary of the potential major deliverables and proposed schedule for submittals is in Attachment 1. This summary and schedule can be used as the basis for the contractor's proposed deliverables and schedules included in the work plan. Submit the major deliverables using the Transmittal of Documents for Acceptance by EPA Form. (Attachment 4). The EPA Contracting Officer Representative (COR) will track deliverables submitted by the contractor using the Transmittal Register (Attachment 5).

Communicate at least weekly with the contracting officer representative (COR) or remedial project manager (RPM), either in face-to-face meetings or through conference calls. Document all decisions that are made in meetings and conversations with EPA. This documentation should be submitted to the COR within five working days of the meeting or conversation.

EPA will provide oversight of contractor activities throughout the RD. EPA review and approval of deliverables is a tool to assist this process and to satisfy, in part, EPA's responsibility to provide effective protection of public health, welfare, and the environment. EPA will review deliverables to assess the likelihood that the RD will achieve its remediation goals and that its performance and operations requirements have been correctly identified. Acceptance of plans and specifications by EPA does not relieve the contractor from responsibility for the adequacy of the design or its professional responsibilities.

#### RECORD KEEPING REQUIREMENTS

Maintain all technical and financial records for the RD in accordance with the contract. At the completion of the task order, submit an official record of the RD in both compact disk and a hardcopy to the COR. Provide the deliverables using electronic media.

#### US EPA PRIMARY CONTACTS

The primary contact for this task order is Erik Spalvins.

Erik Spalvins  
Remedial Project Manager  
Superfund Division  
U.S. Environmental Protection Agency, Region 4  
61 Forsyth Street SW  
Atlanta, Georgia 30303  
(404) 562-8938 office  
(404) 909-0345 cell  
(404) 562-8896 fax

Meredith Clark  
Project Officer  
Superfund Division  
U.S. Environmental Protection Agency, Region 4  
61 Forsyth Street SW  
Atlanta, Georgia 30303  
(404) 562-8919 office

#### TO/TASK ORDER COMPLETION DATE AND PROJECT CLOSEOUT

The goal is to complete this task order by December 15, 2015. At the completion of the task order, perform all necessary project closeout activities as specified in the contract. These activities include closing out any subcontracts, indexing and consolidating project records and files (**including interoperable file formats**) as required above, and providing a technical and financial closeout report to EPA.

## RD Work Planning

### WORK PLAN

WBS: 1.1

Prepare and submit a RD work plan that includes a detailed description of implementation activities, performance monitoring, and overall management strategy, including optimization, for the RD. Typical activities involved in preparing the work plan include, but are not limited to, the following:

- X Contacting the Contracting Officer Representative (COR) within five calendar days after receipt of the task order to schedule the scoping meeting to be held at the U.S. EPA Region 4 office in Atlanta, Georgia. Regional personnel will be available to meet with the contractor 15 calendar days after the initial scoping meeting to discuss and clarify any issues the contractor may have regarding this project. Contact the COR to schedule this meeting at least five working days before the proposed meeting date.
- X Preparing and submitting a final RD work plan within 45 calendar days after the scoping meeting. The work plan shall include a detailed description of the technical approach for the RD activities in accordance with **this SOW, the 2014 Record of Decision (ROD) Amendment and the Record of Decision (ROD) issued in September 2008**. Specify the necessary procedures, inspections, deliverables, and schedules. Include a comprehensive implementation management schedule for completion of each major activity and submittal.
- X Preparing the estimated cost to complete the task order, including subcontractor costs, for each element of the SOW; providing a breakdown of the cost by task and subtask levels, in accordance with the contract work breakdown structure (WBS). Ensuring design cost does not exceed the 6 percent design limitation cost of construction.
- X Negotiating and preparing a revised work plan, if the contractor fails to meet the Region's minimum standards
- X Providing conflict of interest disclosure.

### SITE-SPECIFIC PLANS

WBS: 1.2

Review all existing site-specific plans and prepare, update, and/or maintain plans, as necessary, for RD implementation. Incorporate the plans and procedures received from any subcontractor(s) into the overall site plans. Should the contractor fail to meet the required standards in accordance with the appropriate legal, regulatory, and EPA guidance, prepare revised site-specific plans. Typical plans include, but are not limited to, the following:

- X Sampling and Analysis Plan (SAP) in accordance with 40 CFR 300.415(b)(4)(ii). **Covered in WBS 5.2**
- X Site-specific Health and Safety Plan (HSP) that specifies employee training, protective equipment, medical surveillance requirements, standard operating procedures, and a contingency plan in accordance with 29 CFR 1910.120(l)(1) and (l)(2). NOTE: The RI/FS HSP may be modified for use if appropriate.

## Project Management and Reporting

### PROJECT MANAGEMENT

WBS: 1.4

Perform activities required to effectively manage the task order. These activities typically include, but are not limited to, the following:

- X Monitoring costs and progress.
- X Preparing and submitting monthly progress reports that document monthly and cumulative cost, performance status, and technical progress.
- X Preparing and submitting monthly invoices in accordance with the level of detail as specified in the contract.
- X Managing, tracking, and reporting status of site-specific equipment.
- X Participating in meetings and preparing and submitting meeting summaries.
- X Accommodating any external audit or review mechanism that EPA requires.
- X Evaluating existing data, including usability, when directed by EPA.
- X Coordinating with local and emergency response teams.
- X Reviewing background documents as directed by EPA.
- X Attending EPA-held training.

#### PROJECT INITIATION

WBS: 1.5

Perform project initiation and support that will lead to the design of a remedy that eliminates, reduces, or controls risks to human health and the environment. Typical activities include, but are not limited to, the following:

- X Procuring, managing, and providing oversight of pool and team subcontracts for analytical services.

#### COMMUNITY INVOLVEMENT (CR)

WBS: 2

The only community involvement needed for this RD is to provide technical support by participating in one public meeting. Perform community involvement activities in support of EPA as needed in accordance with the *National Oil and Hazardous Substances Pollution Contingency Plan* (NCP, 40 CFR Part 300) and the *Community Relations in Superfund - A Handbook*, (U.S. EPA, Office of Emergency and Remedial Response, OSWER Directive No. 9230.0-3C, January 1992). These tasks include, but are not limited to, the following:

- X Providing technical support by participating in one public meeting.

#### **Preliminary Design Package**

#### FIELD INVESTIGATION/DATA ACQUISITION (FI)

WBS: 3

Acquire additional data to support remedial activities. Develop a monitoring strategy for the entire plume and install additional wells as needed to supplement the current flux measurements. Additional wells should be installed so samples from multiple intervals can be taken from one boring. Identify additional existing wells located on the east side of Bayou Texar that can be used for monitoring. The results of this effort as well as previous studies shall be used to develop the remedial strategy as described.

- X **Environmental survey of existing wells on west side of Bayou Texar**
- X **Test boring and monitoring well installation and development. Propose and install additional wells as needed to supplement the current flux measurements. Additional wells should be installed so samples from multiple intervals can be taken from one boring.**

- X Environmental sampling.
  - Groundwater sampling. **Sampling new wells at least twice along with other wells used for flux measurements.**
- X Physical/chemical testing (for treatment, handling or disposal). **As needed for IDW**
- X Field generated waste characterization and disposal in accordance with local, State and Federal regulations **as needed. Onsite water treatment should be available.**

#### SAMPLE ANALYSIS (SN)

WBS: 4

**Not needed. Planning to use CLP.**

#### ANALYTICAL SUPPORT AND DATA VALIDATION (AN)

WBS: 5

Schedule, coordinate, track, and oversee sample analyses and validate analytical data. Typical activities include, but are not limited to, the following:

- X Collecting, preparing, and shipping environmental samples in accordance with the Field Sampling Plan (FSP). The following types of sampling shall be required:
  - Ground water sampling **Covered under WBS 3.**
- X Developing data quality objectives (DQO) for each sampling event; these DQOs shall be the determinative factor for assessing the success or failure of the sampling. **QAPPs from ongoing SESD sampling will be provided to use as basis for additional QAPPs/FSPs**
- X Requesting, obtaining, and performing oversight of analytical services in compliance with EPA requirements.
- X Coordinating with the EPA Sample Management Office (SMO), the Regional Sample Control Coordinator (RSCC), and/or the Environmental Services Division (ESD) regarding analytical support, data validation, and quality assurance issues.

#### DATA EVALUATION (DE)

WBS: 6

Compile analytical and field **data collected in previous investigations including by SESD. Summarize existing data prior to additional field work.** Provide data in format that is compatible with Regional or National electronic data management network. Typical activities include, but are not limited to, the following:

- X Data Reduction and Tabulation. **Summarize and analyze existing data prior to additional field work. Evaluate trends, conduct flux calculations. Provide calculations and files to EPA in interoperable formats as requested.**

#### TREATABILITY STUDY/PILOT TESTING (TT)

WBS: 7

**Not needed for this RD.**

#### PRELIMINARY DESIGN (PD)

WBS: 8

Prepare the preliminary design.

**The Preliminary Design will include:**



A detailed outline developed in collaboration with the RPM, the will result in a document no more than 75 pages long. The sections of the RD should include: summary of Remedy, description of phased approach to construction, updated CSM, analysis of Mass Flux information, performance-based specifications for remedial technologies, monitoring plan for plume. Summarize existing data and data from new wells from Data Evaluation effort. Summarize new field work in appendix

Recommend other sections for RD document.

Results of Value Engineering (VE) screening.

#### INTERMEDIATE DESIGN (ID)

WBS: 10

The Intermediate Design will include:

1. Complete the following sections of the RD:
  - a. Summary of Remedy (1 page)
  - b. Description of phased approach to construction (1 page)
2. Draft versions of the following section of the RD
  - a. Updated CSM (2-3 pages)
  - b. Analysis of Mass Flux information (4-6 pages)
  - c. Performance-based specifications for remedial technologies (4-6 pages)
  - d. Monitoring plan for plume (2-3 pages)
3. Draft versions of Appendices
  - a. Summary of new field work (well construction data, etc)
  - b. Summary of existing data and data from new wells
4. Draft cost estimate based on discussions with appropriate vendors

#### REUSE PLANNING (RV)

WBS: 12

None needed for this RD

### Pre-Final Design Package

#### PRE-FINAL/FINAL DESIGN (FD)

WBS: 11

The Final Design will include:

1. Complete the following sections of the RD:
  - a. Summary of Remedy (1 page)
  - b. Description of phased approach to construction (1 page)
  - c. Updated CSM (2-3 pages)
  - d. Analysis of Mass Flux information (4-6 pages)
  - e. Performance-based specifications for remedial technologies (4-6 pages)
  - f. Monitoring plan for plume (2-3 pages)
2. Final versions of Appendices
  - a. Summary of new field work (well construction data, etc)
  - b. Summary of existing data and data from new wells
3. Cost estimate based on discussion with vendors

**4. Draft Site specific contracting RA Solicitation Package. Performance-based specifications for remedial technologies**

**Final Design Package**

**POST REMEDIAL DESIGN SUPPORT (DS)**

**WBS: 13**

- X On site visits.
- X Update site specific plans

**TASK ORDER CLOSEOUT (CO)**

**WBS: 14**

Perform the necessary activities to close out the task order in accordance with contract requirements. Typical activities include but are not limited to, the following:

- X Packaging and returning documents to the government.
- X Duplicating/distribution/storage of files. **Providing interoperable formats of documents as requested by RPM.**
- X Archiving files in accordance with Federal Record Center requirements.
  
- X Preparing the closeout report in accordance with Regional guidance or other procedures as specified in the task order. If the final hours/budget is greater than +/- 10% of the original approved work plan/task order hours/budget, the WACR must describe the circumstances that explain why this occurred.

**Attachment 1 - Summary of Major Submittals for the Remedial Design at Escambia Site**

<b>DELIVERABLE</b>	<b>NO. OF COPIES</b>	<b>DUE DATE (calendar days)</b>	<b>EPA REVIEW PERIOD</b>
Remedial Design Work Plan	3	15 days after initiation of task order (WA)	7 days after receipt
Site Management Plan (SMP)	3	Monthly as required in the contract	N/A
Quality Assurance Project Plan (QAPP)	3	14 days after TO initiation	14 days after receipt
Field Sampling Plan (FSP)	3	14 days after TO initiation	14 days after receipt
Health and Safety Plan (HASP)	3	14 days after TO initiation	14 days after receipt
Community Relations Plan (CRP)	3	[number] days after TO initiation	TBD days after receipt
Fact Sheets	3	As needed	TBD days after receipt of fact sheet
Preliminary Design	3	30 days after RD work plan approved	30 days after receipt
Intermediate Design	3	45 days after preliminary design approved	30 days after receipt of int. plans & specs
Prefinal Design Package	3	65 days after intermediate design approved	30 days after receipt of plans & specs
Final Design Package	3	30 days after prefinal design comments received	NA
Remedial Action Contract Documents	3	30 days after final design approved	21 days after receipt of RA documents

## **Attachment 2 - Work Breakdown Structure (WBS) for Remedial Design (RD)**

### **Task 1      Project Planning and Support      (PP)**

- 1.1 Project planning.
  - 1.1.1 Attend scoping meeting.
  - 1.1.3 Develop Work Plan and cost estimate
  - 1.1.4 Negotiate Work Plan and Cost Estimate.
  - 1.1.5 Provide conflict of interest disclosure.
- 1.2 Prepare, review, and revise the site-specific plans required to implement the RD at the site.
  - 1.2.1 Site Management Plan (SMP).
  - 1.2.3 Prepare a Sampling and Analysis Plan (SAP).
  - 1.2.4 Prepare a site-specific Health and Safety Plan (HSP) that specifies employee training, protective equipment, medical surveillance requirements, standard operating procedures, and a contingency plan in accordance with 29 CFR 1910.120(l)(1) and (l)(2).
- 1.4 Project management.
  - 1.4.1 Monitor costs and prepare periodic status reports.
  - 1.4.2 Participate in meetings/communicate routinely/prepare meeting notes.
  - 1.4.3 Manage, track, and report status of site-specific equipment.
  - 1.4.4 Accommodate any external audit or review mechanism that EPA shall require.
  - 1.4.5 Evaluate existing data, including usability, when directed by EPA.
  - 1.4.6 Coordinate with local and emergency response teams.
  - 1.4.7 Review background documents as directed by EPA.
  - 1.4.8 Attend EPA-held training.
- 1.5 Project initiation and support.
  - 1.5.3 Procure, manage, and provide oversight of subcontracts for analytical services.

### **Task 2      Community Involvement      (CR)**

- 2.13 Provide technical support to review Community Involvement deliverables and participate in public meetings.

### **Task 3      Field Investigation/Data Acquisition      (FI)**

- 3.1 Environmental survey.
- 3.2 Mobilization/demobilization.
- 3.3 Test boring and monitoring well installation and development.
- 3.4 Soil boring, drilling, and testing.
- 3.5 Environmental sampling.
- 3.6 Physical/chemical testing (for treatment, handling or disposal).
- 3.7 Field-generated waste characterization and disposal in accordance with local, state and federal regulations.

### **Task 5      Analytical Support and Data Validation      (AN)**

- 5.1 Collect, prepare, and ship environmental samples in accordance with the Field Sampling Plan (FSP).
  - 5.1.1 Field screening.
  - 5.1.2 Ground water sampling.
  - 5.1.3 Surface and subsurface soil sampling.
  - 5.1.4 Surface water and sediment sampling.
  - 5.1.5 Air monitoring and sampling.
  - 5.1.6 Biota sampling.
  - 5.1.7 Other types of media sampling and screening.
- 5.2 Develop performance or acceptance criteria (such as data quality objectives (DQO)) for each sampling event; these criteria shall be the determinative factor for assessing the success or failure of the sampling.
- 5.3 Request, obtain, and perform oversight of analytical services in compliance with EPA requirements.
- 5.4 Coordinate with the EPA Sample Management Office (SMO), the Regional Sample Control Coordinator (RSCC), and/or the Environmental Services Division (ESD) regarding analytical support, data validation, and quality assurance issues.

- 5.5 Implement the EPA-approved laboratory quality assurance program that provides oversight of in-house and subcontracted laboratories through periodic performance evaluation sample analyses and/or on-site audits of operations and has a system of corrective actions.
- 5.6 Provide sample management including chain of custody procedures, information management, sample retention, and 10-year data storage.
- 5.7 Perform data validation, the process by which the quality of the data, the defensibility of the data, and the chain of custody are verified. Perform data validation in accordance with Regional guidelines.
- 5.8 Review data for usability for its intended purpose.
- 5.9 Provide reports on data validation and usability.

**Task 6 Data Evaluation**

**(DE)**

- 6.1 Combine analytical and field data, providing data in a format that is compatible with Regional or national electronic data management network.
  - 6.1.1 Data usability evaluation and field quality assurance/quality control (QA/QC).
  - 6.1.2 Data reduction and tabulation.

**Task 8 Preliminary Design**

**(PD)**

- 8.1 Prepare preliminary design.
  - 8.1.1 Recommended project delivery strategy and scheduling, including project acceleration strategies.
  - 8.1.2 Preliminary construction schedule.
  - 8.1.3 Outline of General Specifications.
  - 8.1.4 Preliminary drawings.
  - 8.1.5 Design Criteria Report.
  - 8.1.6 Basis of design report.
  - 8.1.7 Preliminary RA and O&M cost estimates.
  - 8.1.8 Technical Support to EPA/State/USACE in Land Acquisition.
  - 8.1.9 Results of Value Engineering (VE) screening.
  - 8.1.10 Data trend evaluation and/or modeling and submission of Technical Memorandum.

**Task 10 Intermediate Design**

**(ID)**

- 10.1 Prepare intermediate design.
  - 10.1.1 Updated RA schedule.
  - 10.1.2 Intermediate specifications.
  - 10.1.3 Intermediate drawings.
  - 10.1.4 Intermediate Design Criteria Report.
  - 10.1.5 Intermediate Basis of design report.
  - 10.1.6 Revised RA and O&M cost estimates.
  - 10.1.7 An intermediate design review/briefing for EPA.
  - 10.1.8 Results of Value Engineering (VE) study if VE screening identified potential project savings.

**Task 11 Pre-Final/Final Design**

**(FD)**

- 11.1 Subcontract award document.
- 11.2 Pre-final/final design specifications.
- 11.3 Pre-final/final drawings and schematics.
- 11.4 Pre-final/final Design Criteria Report.
- 11.5 Pre-final/final Basis of design report.
- 11.6 Pre-final/final Construction Quality Assurance Plan.
- 11.7 Draft O&M Manual.
- 11.8 Relevant Appendices.
- 11.9 Complete RA Solicitation Package.
- 11.10 Pre-final/final Revised RA and O&M cost estimates (+15 percent and -5 percent accuracy) prepared through the use of M-CACES Gold Cost Engineering System for Remedial Action.
- 11.11 A pre-final/final design review/briefing for EPA.
- 11.12 Biddability (offerability), operability, constructability, claims prevention, and environmental compliance reviews.
- 11.13 Revised Project Delivery Strategy.

11.14 100% design submittal.

**Task 12 Reuse Planning**

(RV)

12.1 Provide technical support in review and evaluation of reuse plans and redevelopment plans submitted to ensure long-term protectiveness of the remedy.

**Task 13 Post Remedial Design Support**

(DS)

13.1.6 On-site visits.

13.4 Update site-specific plans.

**Task 14 Task order Closeout**

(CO)

14.1 Package and return documents to the government.

14.2 Duplicate, distribute, and store files.

14.3 Archive files in accordance with Federal Record Center requirements.

14.4 Produce microfiche/microfilm/optical disk or other EPA-approved storage format.

14.5 Prepare the Task order Closeout Report (TOCR).

### Attachment 3 - Regulations and Guidance Documents

The following list, although not comprehensive, consists of many of the regulations and guidance documents that apply to the RD process:

1. CERCLA Compliance with Other Laws Manual, Two Volumes, U.S. EPA, Office of Emergency and Remedial Response, August 1988 (DRAFT), OSWER Directive No. 9234.1-01 and -02.
2. Community Relations in Superfund - A Handbook, U.S. EPA, Office of Emergency and Remedial Response, January 1992, OSWER Directive No. 9230.0-3C.
3. The Data Quality Objectives Process for Superfund: Interim Final Guidance, U.S. EPA, EPA/540/R-93/071, September 1993.
4. Federal Acquisition Regulation, Washington, DC: U.S. Government Printing Office (revised periodically).
5. Guidance on Expediting Remedial Design and Remedial Actions, EPA/540/G-90/006, August 1990.
6. Guidance on Remedial Actions for Contaminated Ground Water at Superfund Sites, U.S. EPA Office of Emergency and Remedial Response (DRAFT), OSWER Directive No. 9283.1-2.
7. Guide to Management of Investigation-Derived Wastes, U.S. EPA, Office of Solid Waste and Emergency Response, Publication 9345.3-03FS, January 1992.
8. Interim Guidance on Compliance with Applicable of Relevant and Appropriate Requirements, U.S. EPA, Office of Emergency and Remedial Response, July 9, 1987, OSWER Directive No. 9234.0-05.
9. National Oil and Hazardous Substances Pollution Contingency Plan: Final Rule, Federal Register 40 CFR Part 300, March 8, 1990.
10. Permits and Permit Equivalency Processes for CERCLA On-Site Response Actions, February 19, 1992, OSWER Directive 9355.7-03.
11. Procedures for Completion and Deletion of NPL Sites, U.S. EPA, Office of Emergency and Remedial Response, April 1989, OSWER Directive No. 9320.2-3A.
12. Quality in the Constructed Project: A Guideline for Owners, Designers and Constructors, Volume 1, Preliminary Edition for Trial Use and Comment, American Society of Civil Engineers, May 1988.
13. *Remedial Design/Remedial Action (RD/RA) Handbook*, U.S. EPA, Office of Solid Waste and Emergency Response (OSWER), 9355.0-04B, EPA 540/R-95/059, June 1995.
14. Scoping the Remedial Design (Fact Sheet), February 1995, OSWER Publ. 9355-5-21 FS.
15. Standards for the Construction Industry, Code of Federal Regulations, Title 29, Part 1926, Occupational Health and Safety Administration.
16. Standards for General Industry, Code of Federal Regulations, Title 29, Part 1910, Occupational Health and Safety Administration.
17. Superfund Guidance on EPA Oversight of Remedial Designs and Remedial Actions Performed by Potentially Responsible Parties, April 1990, EPA/540/G-90/001.
18. Superfund Response Action Contracts (Fact Sheet), May 1993, OSWER Publ. 9242.2-08FS.
19. Treatability Studies Under CERCLA, Final. U.S. EPA, Office of Solid Waste and Emergency Response, EPA/540/R-92/071a, October 1992.
20. Value Engineering (Fact Sheet), U.S. EPA, Office of Solid Waste and Emergency Response, Publication 9355.5-03FS, May 1990.

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See the following guidance documents for more information on performance-based contracting:

10. A Guide to Best Practices for Performance-Based Service Contracting, Office of Federal Procurement Policy, April 1996.
11. A Guide to Best Practices for Performance-Based Service Contracting, Final Edition, Office of Federal Procurement Policy, October 1998.
12. Performance-Based Contracting (Fact Sheet), U.S. EPA, Office of Emergency and Remedial Response, Draft February 1999.
13. Policy Letter 91-2, To The Heads of Executive Agencies and Departments, April 9, 1991.

## Attachment 4 - Transmittal of Documents For Acceptance By EPA

TRANSMITTAL OF DOCUMENTS FOR ACCEPTANCE BY EPA		DATE:	TRANSMITTAL NO.
TO:		FROM:	↑↓ New Transmittal  ↑↓ Re-submittal of Transmittal No. _____
SUBTASK NO.	DELIVERABLE	NO. OF COPIES	REMARKS
ACCEPTANCE ACTION			
DOCUMENTS FOUND ACCEPTABLE (LIST BY SUBTASK NO.)		NAME/TITLE/SIGNATURE OF REVIEWER	
		DATE	



## Attachment 5 - Transmittal Register

[illegible]



# ORDER FOR SUPPLIES OR SERVICES

PAGE OF PAGES

1 3

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

1 DATE OF ORDER 08/26/2014		2 CONTRACT NO. (if any) EP-S4-08-03		6 SHIP TO:  a NAME OF CONSIGNEE Region 4		
3 ORDER NO. 039		4 REQUISITION/REFERENCE NO. PR-R4-14-00400		b STREET ADDRESS US Environmental Protection Agency Atlanta Federal Center 61 Forsyth Street, SW		
5 ISSUING OFFICE (Address correspondence to) Region 4 US Environmental Protection Agency Atlanta Federal Center 61 Forsyth Street, SW Atlanta GA 30303-3104		c CITY Atlanta		d STATE GA	e ZIP CODE 30303-3104	
7 TO: NA		f SHIP VIA		8 TYPE OF ORDER  <input type="checkbox"/> a PURCHASE <input checked="" type="checkbox"/> b DELIVERY		
a NAME OF CONTRACTOR J.M. WALLER ASSOCIATES INC DBA: JMWA		c STREET ADDRESS 11325 RANDOM HILLS RD STE 210		REFERENCE YOUR:  Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet, if any, including delivery as indicated.		
b COMPANY NAME		d CITY Fairfax		e STATE VA	f ZIP CODE 22030	
9 ACCOUNTING AND APPROPRIATION DATA See Schedule		10 REQUISITIONING OFFICE Reconstruct Originating Office		11 BUSINESS CLASSIFICATION (Check appropriate box(es)) <input type="checkbox"/> a SMALL <input type="checkbox"/> b OTHER THAN SMALL <input type="checkbox"/> c DISADVANTAGED <input type="checkbox"/> d WOMEN-OWNED <input type="checkbox"/> e HUBZone <input checked="" type="checkbox"/> f SERVICE-DISABLED VETERAN-OWNED <input type="checkbox"/> g WOMEN-OWNED SMALL BUSINESS (WOSB) ELIGIBLE UNDER THE WOSB PROGRAM <input type="checkbox"/> h EDWOSB		
12 FOB POINT Destination		13 PLACE OF a INSPECTION Destination		14 GOVERNMENT B/L NO. b ACCEPTANCE Destination		
15 DELIVER TO F.O.B. POINT ON OR BEFORE (Date) 12/31/2016		16 DISCOUNT TERMS		17 SCHEDULE (See reverse for Rejections)		
ITEM NO. (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	DUNS Number: 627009152 GMH Electronics 039-RDRD-A4RP Task Order Type: Time and Materials TOPO: Meredith Clark Max Expire Date: 12/31/2016 Continued ...					
18 SHIPPING POINT		19 GROSS SHIPPING WEIGHT		20 INVOICE NO		17(h) TOTAL (Cont pages)
21 MAIL INVOICE TO: a NAME RTP Finance Center				\$20,000.00		
b STREET ADDRESS (or P.O. Box) US Environmental Protection Agency RTP-Finance Center Mail Drop D143-02 109 TW Alexander Drive						17(i) GRAND TOTAL
c CITY Durham		d STATE NC	e ZIP CODE 27711	\$20,000.00		
22 UNITED STATES OF AMERICA BY (Signature) 		08/26/2014		23 NAME (Typed) Stacy Hill TITLE CONTRACTING/ORDERING OFFICER		

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**ORDER FOR SUPPLIES OR SERVICES  
SCHEDULE - CONTINUATION**

PAGE NO

2

IMPORTANT: Mark all packages and papers with contract and/or order numbers

DATE OF ORDER

CONTRACT NO.

ORDER NO

08/26/2014

EP-S4-08-03

039

ITEM NO (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
0001	<p>Admin Office: Region 4 US Environmental Protection Agency Atlanta Federal Center 61 Forsyth Street, SW Atlanta GA 30303-3104</p> <p>Accounting Info: 14-T-4AD0P-303DD2-2505-A4RPRD01-C001-144ADT4 047-001 BFY: 14 Fund: T Budget Org: 4AD0P Program (PRC): 303DD2 Budget (BOC): 2505 Job #: A4RPRD01 Cost: C001 DCN - Line ID: 144ADT4047-001 Period of Performance: 08/26/2014 to 12/31/2016</p> <p>New Task Order GMH Electronics</p> <p>(See attached Statement of Work)</p> <p>The obligated amount of award: \$20,000.00. The total for this award is shown in box 17(i).</p>				20,000.00	

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$20,000.00

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Prescribed by GSA FAR (48 CFR) 53.213(f)

## **TASK ORDER PROVISIONS**

Contract: EP-S4-08-03, Task Order Number: 039

### **Background**

This action initiates a new Remedial Design (RD) task order for the GMH Electronics Site (039-RDRD-A4RP) in accordance with the attached statement of work and the terms and conditions of Clause G.9., Ordering Methods, of the basic contract.

### **Task Order Funding Ceiling**

An initial task order funding ceiling of \$20,000.00 is hereby established for a site visit, scoping meeting, review of existing information and development of the RD task order work plan under Task 1 (Project Planning). The contractor shall acknowledge receipt of this task order within five (5) calendar days and shall prepare and forward to the Contracting Officer within fifteen (15) business days, a written task order work plan proposal.

### **Task Order Incremental Funding**

The amount of task order funding currently available for Task 1 (Project Planning) is 20,000.00. The contractor shall not make expenditures or incur obligations under this task order in excess of the ceiling price of \$20,000.00, except at the contractor's own risk.

When the contractor has reason to believe that the costs for this task order, which will accrue in the next thirty (30) days, will bring the total cost of this task order over seventy five (75) percent of the available funding specified in the task order, the contractor shall notify the Contracting Officer. Additional funding as needed shall be provided incrementally through a task order modification to fund the contractor's task order proposal.

### **EPA Contacts:**

#### **Contract Level COR**

Meredith Clark  
(404) 562-8919

#### **Task Order COR**

Corey Hendrix  
(404) 562-8738

#### **Contracting Officer**

Stacy Hill  
(404) 562-8375

#### **Contract Specialist**

Samuel Richardson  
(404) 562-8224

# STATEMENT OF WORK FOR REMEDIAL DESIGN

GMH Electronics, Person County, Roxboro, NC

AUGUST 26, 2014

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**STATEMENT OF WORK FOR  
REMEDIAL DESIGN  
GMH Electronics, Person County, Roxboro, NC**

AUGUST 12, 2014

**PURPOSE**

The purpose of this task order is to prepare a remedial design (RD) of the selected remedy as defined in the record of decision (ROD) to be issued in September 2014. The ROD, to be issued in September 2014, defines the selected remedy. This statement of work (SOW) sets forth the framework and requirements for conducting the RD activities at GMH Electronics Superfund Site. The RD is generally defined as those activities to be undertaken by the contractor to develop the final plans and specifications, general provisions, and special requirements necessary to translate the ROD into the remedy to be constructed under the remedial action (RA) phase. The RA is generally defined as the implementation phase of site remediation or construction of the remedy, including necessary operation and maintenance, performance monitoring, and special requirements. The RA is based on the RD to achieve the remediation goals specified in the ROD. The goal for completion of this task order is **December 31, 2016**.

**SITE DESCRIPTION**

The GMH Electronics Site is located at the intersection of Halifax Road and Virgilina Road, approximately 0.75 miles northeast of Roxboro, North Carolina. The sources of contamination associated with the Site likely originated from at least three areas, including the former operations area at the GMH property, a former gasoline station on the GMH property, and a former gasoline station across the intersection. The Site is also comprised of a contaminated groundwater plume that extends beyond these two properties. Residential properties are located on the northeast and southwest corners of the intersection, as well as on all sides of the Site.

GMH Electronics began operations on the Site in 1972 and ceased operations in 2004. During this period of operation, GMH Electronics produced electronic components, including printed circuit boards. GMH Electronics used chlorinated solvents to clean the manufactured electronic components, and used the on-site septic system to dispose of the used solvents. The solvents drained out of the septic system, resulting in contamination of the groundwater with Volatile Organic Compounds (VOCs).

Prior to GMH Electronics, the property was used as a store and gasoline station, and in the mid-1980's, two 4,000-gallon underground gasoline storage tanks were removed from the property. Two 550-gallon underground gasoline tanks were also removed from the former gas station across the intersection. Testing indicates that chlorinated solvents from GMH Electronics operations have become co-mingled in some places with petroleum hydrocarbons from the operations of the Site as a gas station, and with contaminants from the former gas station located across the intersection.

The Site was listed on the NPL in 2009. An interim Record of Decision (ROD) was signed in April 2009. The interim remedy for the Site included the extension of a municipal waterline, connection of the affected residences and businesses to the waterline, and the abandonment, locking and/or unplugging of private drinking water wells. The objective for this interim remedy was to prevent exposure of humans to contaminated drinking water above acceptable risk levels. By 2010, the remedy was completed and 45 homes were connected to the City of Roxboro public water system. This interim action was intended to provide adequate protection until a final ROD is signed.

Following a RI/FS, a Proposed Plan was issued July 29, 2014 for treatment of source areas and groundwater contamination on site.

The major components of the selected remedy include the following:

AREA	PREFERRED ALTERNATIVE
Source	<i>Petroleum Portions of Source Area:</i>
	S2 Soil Vapor Extraction for unsaturated soils
	S4 Multiphase Extraction for saturated soils
	<i>Solvent Portions of Source Area:</i>
Solvent/ Petroleum Plume	S2 Soil Vapor Extraction for unsaturated soils
	S6 In Situ Chemical Reduction for saturated soils
1,4- Dioxane Plume	S/P5 In Situ Enhanced Bioremediation
	D2b In Situ Chemical Oxidation

## GENERAL REQUIREMENTS

This is a term-form task order that requires the contractor to complete the RD that supports the successful construction of a remedy that meets the objectives and performance criteria specified in the ROD to be issued in September 2014. Conduct the RD in accordance with this SOW and consistently with the ROD to be issued in September 2014, the *Remedial Design/Remedial Action (RD/RA) Handbook* (U.S. EPA Office of Solid Waste and Emergency Response (OSWER), 9355.0-04B, EPA 540/R-95/059, June 1995), and all other guidance used by EPA in conducting an RD (Attachment 3). Furnish all necessary and appropriate personnel, materials, and services needed for, or incidental to, performing and completing the remedial design in accordance SOW requirements.

In performing this task order, prepare a design package, plans, and specifications to:

*The total mass estimate for solvent VOCs is 142 lbs, for 1,4-dioxane is 3 lbs, and for petroleum COCs is 20,592 lbs. Based on Site history, the higher petroleum product mass is due to the high concentration of residual mass in the UST source areas. Since the contaminant areas (source areas in particular) are not delineated (or identified for solvent contamination), these calculated masses may vary greatly from actual Site conditions. Source area contaminant masses should be confirmed for the RA.*

### For Petroleum and Solvent Source Area Treatment

#### Soil Vapor Extraction – S2-P

SVE for vapor collection in the vadose zone of the source areas (solvent- and petroleum-related COC). An array of SVE wells would be installed approximately two-feet into the water table (i.e., 20 ft bls) across all impacted unsaturated soils at the GMH and Wrenn properties. All of the VOCs distributed on these sites that have significant sorption potential will also readily volatilize in the vadose zone. Hence, this technology would be very effective in remediating the unsaturated zone for both sites. Historically, SVE has been a presumptive remedy, invariably chosen to address VOCs in unsaturated soils. Two SVE trailers would house the equipment treatment train, consisting of manifolds, an air/water separator, vacuum blower, and vapor phase treatment.

Passive bioventing will be considered as part of the overall remedial alternative for portions of the vadose zone petroleum source that have lower levels of contamination. The differentiation between SVE and passive SVE will be made at the design stage. Activities associated with this source alternative may include (but may not be limited to) the following: Additional source area contaminant investigation for NAPL and adsorbed phase soil contamination and a SVE pilot test.

### For Petroleum Source Area Treatment

#### Multiphase Extraction – S4-P

MPE, is an aggressive application of vacuum extraction that provides volatilization of VOCs on soils while simultaneously removing any NAPL and comingled contaminated groundwater from vertical groundwater recovery wells. MPE is a traditional presumptive remedy for VOCs in low permeability soils. The extracted fluids are separated in oil/water separators and air-water separators and each process stream is managed and treated as required prior to disposal. Fluid extraction becomes more difficult with depth, both from exceeding gravity lift limitations (often requiring downhole extraction pumps) and due to the energy requirements to achieve sufficient dewatering and airflow. MPE would be especially effective at addressing any free-phase and residual NAPL contamination associated with either source area. If NAPL volumes are determined to be substantial, a surfactant can be reconsidered as an application to augment the NAPL recovery.



The vapor phase control technology is presumably carbon adsorption for this alternative. However, if a large mass of COCs is discovered, a catalytic thermal unit may be preferable. Activities associated with this source alternative may include (but may not be limited to) the following: Additional source area contaminant investigation for NAPL and adsorbed phase soil contamination and potential for a MPE pilot test.

#### **For Solvent Source Area Treatment**

##### **In Situ Treatment – ISCR**

Consists of the use of an injected microscale ZVI or carbon substrate/ZVI mixture such as PeroyChem's EHC<sup>™</sup> to treat only the solvent-related COCs in soil and groundwater at the GMH facility. This remedy will only apply to the solvent portion of the source areas, as BTEX compounds are less suitable for chemical reduction. The chlorinated ethanes can be abiotically degraded with ISCR. Currently, there is evidence of abiotic degradation (1,1-DCE) based upon 1,1,1-TCA breakdown products. ISCR is an emerging application option of a proven technology for treatment of chlorinated ethanes. ISCR has the advantage of excellent longevity in the subsurface and is therefore not as interdependent upon direct contact.

ZVI is not as likely to be as effective for residual DNAPL, relying upon long-term leaching from DNAPL into the ZVI impacted soil matrix. Mixed with a carbon substrate, such as EHC<sup>™</sup> the advantage of both biotic and abiotic reductive dechlorination is gained. As the existing site geochemistry is characterized as being aerobic with a corresponding ORP, a significant quantity of ZVI or DVI is needed. Application of this alternative could either be through a dense array over a large volume or via periodically spaced ISCR permeable reactive barriers. A third variation is the use of biogeochemical induced reductive dehalogenation (BIRD). This process consists of injecting a carbon substrate into the aquifer or permeable barrier to drive down the redox state. The reduced conditions allow the formation of iron sulfides that facilitate ISCR. The viability of this specific ISCR application is contingent upon deriving more site-specific geochemistry information. Bench scale testing will be necessary to develop a definite design basis for any variation of ISCR technology. The ZVI can be introduced via injection wells or through DPT injection points. Similar to the ISCO alternative, a groundwater extraction well array could be used to increase the flux rate of COCs through an ISCR barrier. Activities associated with this source alternative (configured as ISCO) include (but may not be limited to) the following: Additional source area contaminant investigation for NAPL and adsorbed phase soil contamination and site geochemistry specific parameters and potential ISCR pilot test or SCR bench scale treatability test.

#### **For Solvent/Petroleum Plume Treatment**

##### **In Situ Enhanced Bioremediation (ISEB)**

Consists of the installation of passive biobarrier walls that uses ISEB as a sole treatment mechanism. This remedy can be applied to petroleum or solvent plumes, although the biodegradation mechanism will vary accordingly between aerobic and anaerobic. A biobarrier treats advected contaminated groundwater as it migrates downgradient from the source areas as with a PRB, and is considered a variant of a PRB. This biobarrier would be constructed as a series of clustered injection wells or as a series of injection wells and DPT-emplaced substrate. It can be constructed either as a continuous lateral installation or as a funnel-and-gate approach, whereby the majority of the barrier wall is impermeable, and the groundwater flow is channeled to a specific wall section (or gate) that becomes the focus for *in situ* treatment. The biobarrier will be installed perpendicular to the groundwater flowpaths.

The biobarrier wall can be filled with any number of amendments to enhance bioremediation. Presumably, an emulsified vegetable oil would serve best to treat the solvent COCs, with the oil being injected within 15-ft of each well. Direct bioaugmentation can also be added into the barrier. An ISEB biobarrier for petroleum constituents would customarily consist of an oxygen gas infusion well barrier array or a transect of wells for the periodic addition of a high oxygen solution, such as a calcium peroxide (CaO<sub>2</sub>). The biobarrier would be designed to be rechargeable, thus adding an extended longevity and flexibility to this option. A biobarrier is also an environmentally sustainable remedy. This remedy should be effective in limiting the plume mobility, and ultimately the mass of COCs in the S/P plume. Additional advantages include the proven treatment technology, limited disruption to aboveground structures, the passive nature and low operation costs, and the versatility of the application method. Potential disadvantages for the solvent reductive dehalogenation include low site pH and low buffering capacity; therefore the remedy may require pH adjustment for biostimulation/ bioaugmentation. An adverse chlorinated daughter product (i.e., vinyl chloride) is possible if the anaerobic biotic process does not go to completion. Activities associated with this alternative include (but may not be limited to) the following: Additional sampling to further database for natural attenuation parameters and presence of suitable bacteria strains; and ISEB bench scale treatability test with the potential for an ISEB pilot test.

#### **For 1,4-Dioxane Plume Remedial Treatment**

##### **In Situ Treatment – ISCO Slow-release Chemical Oxidant Cylinders**

Similar to traditional ISCO barrier except that a slow release oxidant scenario is used in a passive configuration in the 1,4-dioxane COC area. The use of a liquid or gaseous oxidant at a barrier may be inefficient if the oxidant advects away from the barrier. A solution to this is slow release (SR-ISCO) barriers - an emerging technology. The use of an activated persulfate slow release wax cylinder mechanism appears to be the most promising variation.

The spacing and depth of the SR-ISCO DPT (or hollow stemmed auger (HAS)) points and wells would have to be carefully designed to provide complete coverage. The SR-ISCO barriers will require future replenishment (cylinder replacements - both DPT and placed in the well) to meet the long-term flux of COCs. Bench-scale and field testing completed by the manufacturer suggests that a sustained release of persulfate typically occurs for nearly 1 year following installation (as a function of hydraulic flow across the cylinder). Compliance and performance monitoring would be necessary to determine effectiveness and when maintenance is necessary. The efficacy of the barrier treatment approach is closely tied to the level of source reduction that is achieved.

This remedy may provide complete treatment, but has potential drawbacks due to tight well/boring spacing, reliance on COC flux transport, the innovative technology aspect, and the uncertainty of flow in the fractured bedrock. Advantages include the proven oxidation chemistry, the lack of disruption to aboveground structures, and the versatility of the application method. Activities associated with this alternative may include (but may not be limited to) the following: SR-ISCO pilot test.

This SOW and accompanying work breakdown structure (WBS) (Attachment 2) is provided as a format for the contractor to structure its proposed approach and cost estimate. Use the WBS in cost estimate preparation, and technical and cost tracking and reporting under this work assignment/ task order.

In conducting the task order, EPA expects the contractor to propose and implement the most appropriate and cost-effective procedures and methodologies using accepted engineering practices and controls. Throughout the performance of this task order, EPA expects the contractor to be responsible for performing services and providing products at the lowest reasonable cost. If the contractor fails to meet the requirements within the negotiated costs, the government may elect to provide the contractor with additional funds to complete the task order without providing any additional fee. If there are changes to the SOW by the government, the government will issue a formal amendment to the SOW and negotiate the cost of the amendment with the contractor to form a new cost estimate.

A summary of the potential major deliverables and proposed schedule for submittals is in Attachment 1. This summary and schedule can be used as the basis for the contractor's proposed deliverables and schedules included in the work plan. Submit the major deliverables using the Transmittal of Documents for Acceptance by EPA Form. (Attachment 4). The EPA Contracting Officer Representative (COR) will track deliverables submitted by the contractor using the Transmittal Register (Attachment 5).

Communicate at least weekly with the contracting officer representative (COR) or remedial project manager (RPM), either in face-to-face meetings or through conference calls. Document all decisions that are made in meetings and conversations with EPA. This documentation should be submitted to the COR within five working days of the meeting or conversation.

EPA will provide oversight of contractor activities throughout the RD. EPA review and approval of deliverables is a tool to assist this process and to satisfy, in part, EPA's responsibility to provide effective protection of public health, welfare, and the environment. EPA will review deliverables to assess the likelihood that the RD will achieve its remediation goals and that its performance and operations requirements have been correctly identified. Acceptance of plans and specifications by EPA does not relieve the contractor from responsibility for the adequacy of the design or its professional responsibilities.

#### **RECORD KEEPING REQUIREMENTS**

Maintain all technical and financial records for the RD in accordance with the contract. At the completion of the task order, submit an official record of the RD in both compact disk and a hardcopy to the COR. Provide the deliverables using electronic media.

## US EPA PRIMARY CONTACT

The primary contact for this task order is Corey Hendrix. He/she can be reached at (404)562-8738, via facsimile at (404)562-8788, or via e-mail at hendrix.corey@epa.gov. His/her mailing address is US EPA Region 4, 61 Forsyth Street SW, Atlanta GA 30303. The secondary contacts are:

Dawn Taylor and she can be reached at (404)562-8575, via facsimile (404)562-8788, or via e-mail at taylor.dawn@epa.gov. His/her mailing address is US EPA Region 4, 61 Forsyth Street SW, Atlanta GA 30303;

And Meredith Clark and she can be reached at (404) 562-8919, via facsimile (404)562-8788, or via e-mail at clark.meredith@epa.gov. His/her mailing address is US EPA Region 4, 61 Forsyth Street SW, Atlanta GA 30303.

## TO/TASK ORDER COMPLETION DATE AND PROJECT CLOSEOUT

The goal is to complete this task order by December 310, 2016. At the completion of the task order, perform all necessary project closeout activities as specified in the contract. These activities include closing out any subcontracts, indexing and consolidating project records and files as required above, and providing a technical and financial closeout report to EPA.

## RD Work Planning

### WORK PLAN

WBS: 1.1

Prepare and submit a RD work plan that includes a detailed description of implementation activities, performance monitoring, and overall management strategy, including optimization, for the RD. Typical activities involved in preparing the work plan include, but are not limited to, the following:

- X Contacting the Contracting Officer Representative (COR) within five calendar days after receipt of the task order to schedule the scoping meeting to be held at the U.S. EPA Region 4 office in Atlanta, GA. Regional personnel will be available to meet with the contractor 20 to 30 calendar days after the initial scoping meeting to discuss and clarify any issues the contractor may have regarding this project. Contact the COR to schedule this meeting at least five working days before the proposed meeting date.
- X Conducting a site visit with the COR during the RD planning phase to assist in developing an understanding of the site and any logistics.
- X Preparing and submitting a final RD work plan within 45 calendar days after the scoping meeting. The work plan shall include a detailed description of the technical approach for the RD activities in accordance with the Site Record of Decision. Specify the necessary procedures, inspections, deliverables, and schedules. Include a comprehensive implementation management schedule for completion of each major activity and submittal.
- X Preparing the estimated cost to complete the task order, including subcontractor costs, for each element of the SOW; providing a breakdown of the cost by task and subtask levels, in accordance with the contract work breakdown structure (WBS). Ensuring design cost does not exceed the 6 percent design limitation cost of construction.
- X Negotiating and preparing a revised work plan, if the contractor fails to meet the Region's minimum standards. Note that EPA does not anticipate a need to re-negotiate with the contractor nor to require the contractor to revise the work plan.
- X Providing conflict of interest disclosure.

### SITE-SPECIFIC PLANS

WBS: 1.2

Review all existing site-specific plans and prepare, update, and/or maintain plans, as necessary, for RD implementation. Incorporate the plans and procedures received from any subcontractor(s) into the overall site plans. Should the contractor fail to meet the required standards in accordance with the appropriate legal, regulatory, and EPA guidance, prepare revised site-specific plans. Typical plans include, but are not limited to, the following:

- X Site Management Plan.

- X Sampling and Analysis Plan (SAP) in accordance with 40 CFR 300.415(b)(4)(ii).
- X Contingency Plan.
- X Site-specific Health and Safety Plan (HSP) that specifies employee training, protective equipment, medical surveillance requirements, standard operating procedures, and a contingency plan in accordance with 29 CFR 1910.120(l)(1) and (l)(2).  
NOTE: At this Site the RI/FS HSP may be modified for use if appropriate.

## **Project Management and Reporting**

### **PROJECT MANAGEMENT**

WBS: 1.4

Perform activities required to effectively manage the task order. These activities typically include, but are not limited to, the following:

- X Monitoring costs and progress.
- X Preparing and submitting monthly progress reports that document monthly and cumulative cost, performance status, and technical progress.
- X Preparing and submitting monthly invoices in accordance with the level of detail as specified in the contract.
- X Managing, tracking, and reporting status of site-specific equipment.
- X Participating in meetings and preparing and submitting meeting summaries.
- X Accommodating any external audit or review mechanism that EPA requires.
- X Evaluating existing data, including usability, when directed by EPA.
- X Coordinating with local and emergency response teams.
- X Reviewing background documents as directed by EPA.
- X Attending EPA-held training.

### **PROJECT INITIATION**

WBS: 1.5

Perform project initiation and support that will lead to the design of a remedy that eliminates, reduces, or controls risks to human health and the environment. Typical activities include, but are not limited to, the following:

- X Procuring, managing, and providing oversight of pool and team subcontracts for analytical services.

## **Preliminary Design Package**

### **FIELD INVESTIGATION/DATA ACQUISITION (FI)**

WBS: 3

Acquire additional data to support remedial activities. The results of this effort as well as previous studies shall be used to define contaminant levels, other physical/chemical properties, and volume. Typical activities include, but are not limited to, the following:

- X Mobilization/demobilization.
- X Test boring and monitoring well installation and development.
- X Soil boring, drilling, and testing.

- X Environmental sampling.
  - Groundwater sampling
  - Surface soil sampling
  - Soil boring/permeability sampling
  - Surface water and sediment sampling
- X Physical/chemical testing (for treatment, handling or disposal).
- X Field generated waste characterization and disposal in accordance with local, State and Federal regulations

#### SAMPLE ANALYSIS (SN)

WBS: 4

A variety of mechanisms may be used to implement this task including: field screening using mobile facilities or field portable equipment, the Contract Laboratory Program (CLP), laboratories procured under subpool or team subcontracts, the Regional Environmental Services Division (ESD), the Environmental Response Team (ERT) laboratory, or regionally procured laboratories. [NOTE: This task consists exclusively of performing sample analyses and producing analytical data. For cost estimating purposes, there should be no direct labor costs under this task - no hours should be reflected under this task, only dollars.]

#### ANALYTICAL SUPPORT AND DATA VALIDATION (AN)

WBS: 5

Schedule, coordinate, track, and oversee sample analyses and validate analytical data. Typical activities include, but are not limited to, the following:

- X Collecting, preparing, and shipping environmental samples in accordance with the Field Sampling Plan (FSP). The following types of sampling shall be required:
  - Field screening
  - Ground water sampling
  - Surface and subsurface soil sampling
  - Surface water and sediment sampling
  - Other types of media sampling and screening
- X Developing data quality objectives (DQO) for each sampling event; these DQOs shall be the determinative factor for assessing the success or failure of the sampling.
- X Requesting, obtaining, and performing oversight of analytical services in compliance with EPA requirements.
- X Coordinating with the EPA Sample Management Office (SMO), the Regional Sample Control Coordinator (RSCC), and/or the Environmental Services Division (ESD) regarding analytical support, data validation, and quality assurance issues.
- X Implementing the EPA-approved laboratory quality assurance program that provides oversight of in-house and subcontracted laboratories through periodic performance evaluation sample analyses and/or on-site audits of operations and has a system of corrective actions.
- X Providing sample management including chain of custody procedures, information management, sample retention, and 10-year data storage.
- X Performing data validation, the process by which the quality of the data, the defensibility of the data, and the chain of custody are verified. Performing data validation in accordance with Regional guidelines.
- X Reviewing data for usability for its intended purpose.
- X Providing reports on data validation and usability.

#### DATA EVALUATION (DE)

WBS: 6

Compile analytical and field data. Provide data in format that is compatible with Regional or National electronic data management network. Typical activities include, but are not limited to, the following:

- X Data usability evaluation and field quality assurance/quality control (QA/QC).
- X Data Reduction and Tabulation.
- X Data trend evaluation and/or modeling and submission of Technical Memorandum.

#### TREATABILITY STUDY/PILOT TESTING (TT)

WBS: 7

Conduct laboratory screening, bench-scale and pilot-scale treatability studies to determine the suitability of remedial technologies or alternatives to site conditions and problems. Typical activities include, but are not limited to, the following:

- X Providing test facility and equipment.
- X Testing and operating equipment.
- X Retrieving sample for testing.
- X Preparing Technical Memorandum.
- X Characterizing and disposing of residuals in accordance with local, State, and Federal regulations.

#### PRELIMINARY DESIGN (PD)

WBS: 8

Prepare the preliminary design. Typical components include, but are not limited to, the following:

- X Recommended project delivery strategy and scheduling, including project acceleration strategies.
- X Preliminary construction schedule.
- X Outline of General Specifications.
- X Preliminary drawings.
- X Design Criteria Report.
- X Basis of Design Report.
- X Preliminary RA and O&M cost estimates (+50 percent and -30 percent accuracy) prepared through the use of M-CACES Gold Cost Engineering System for Remedial Action.
- X Results of Value Engineering (VE) screening.

#### INTERMEDIATE DESIGN (ID)

WBS: 10

Prepare the intermediate design. Typical components include, but are not limited to, the following:

- X Updated RA schedule.
- X Intermediate specifications.

- X Intermediate drawings.
- X Intermediate Design Criteria Report.
- X Intermediate Basis of Design Report.
- X Revised RA and O&M cost estimates (+30 percent and -15 percent accuracy for simple projects and +40 and -20 percent for complex projects) prepared through the use of M-CACES Gold Cost Engineering System for Remedial Action.
- X An intermediate design review/briefing for EPA.
- X Results of Value Engineering (VE) study if VE screening identified potential project savings.

#### EQUIPMENT/SERVICES/UTILITIES (ES)

WBS: 9

Acquire long-lead equipment, services, and/or utilities identified during the preliminary design phase.

### **Pre-Final Design Package**

#### PRE-FINAL/FINAL DESIGN (FD)

WBS: 11

Prepare the Pre-final/Final Design. Typical components include, but are not limited to, the following:

- X Subcontract award document.
- X Pre-final/Final Design Specifications.
- X Pre-final/Final Drawings and Schematics.
- X Pre-final/Final Design Criteria Report.
- X Pre-final/Final Basis of Design Report.
- X Pre-final/Final Construction Quality Assurance Plan.
- X Draft O&M Manual.
- X Relevant Appendices.
- X Complete RA Solicitation Package.
- X Pre-final/Final Revised RA and O&M cost estimates (+15 percent and -5 percent accuracy) prepared through the use of M-CACES Gold Cost Engineering System for Remedial Action.
- X A pre-final/final design review/briefing for EPA.
- X Biddability (offerability), operability, constructability, claims prevention, and environmental compliance reviews.
- X Revised Project Delivery Strategy.
- X 100% design submittal, which shall include the final plans and specifications in reproducible format, final cost estimate, and a schedule of the overall Remedial Action.

## Final Design Package

### POST REMEDIAL DESIGN SUPPORT (DS)

WBS: 13

Solicit the procurement, evaluate offers received, and inform the EPA Contracting Officer of the best qualified/cost effective offer. (Award of the contract will be part of Remedial Action Task order.) Specific activities include, but are not limited to, the following:

- X Pre-bid (Pre-Solicitation) Activities.
  - Duplication and distribution of contract documents
  - Advertising/soliciting of bids
  - Issuing addenda
  - Pre-bid (pre-solicitation) meetings
  - Resolution of bidder (offeror) inquiries
  - On-site visits
  - Compilation of contract documents
  - Resolicit bids/offers and repackage documents if necessary
- X Pre-award Activities.
  - Receipt of bids (offers)
  - Determination of responsive, responsible bidders (offerors)
  - Bid (offer) tabulation
  - Bid (offer) analysis
  - Receipt of follow-up items from lowest responsible bidder (offeror)
  - Review of EEO, MBE requirements, SDB subcontracting plans, etc.
  - Reference checks
  - Request for consent from EPA
- X Preparation of final design fact sheet.

Before remedial action field activities begin, update or write, if necessary, site-specific plans. The existing plans developed for the RD, amended at the direction of the EPA COR, shall be used if appropriate. Plans that establish procedures to be followed by the contractor in performing field, laboratory and analysis work in addition to community and agency liaison activities, may be reviewed by the RD contractor. Typical plans reviewed include, but are not limited to, the following:

- X Site Management Plan.
- X Sampling and Analysis Plan (SAP).
- X Health and Safety Plan (HASP).
- X Construction Quality Assurance Plan.
- X Contingency Plan.

### TASK ORDER CLOSEOUT (CO)

WBS: 14

Perform the necessary activities to close out the task order in accordance with contract requirements. Typical activities include but are not limited to, the following:

- X Packaging and returning documents to the government.
- X Duplicating/distribution/storage of files.
- X Archiving files in accordance with Federal Record Center requirements.



- X Preparing microfiche/microfilm/optical disk or other EPA-approved data storage technology.
- X Preparing the closeout report in accordance with Regional guidance or other procedures as specified in the task order. If the final hours/budget is greater than +/- 10% of the original approved work plan/task order hours/budget, the WACR must describe the circumstances that explain why this occurred.

**Attachment 1 - Summary of Major Submittals for the Remedial Design at GMH Electronics Superfund Site**

<b>DELIVERABLE</b>	<b>NO. OF COPIES</b>	<b>DUE DATE (calendar days)</b>	<b>EPA REVIEW PERIOD</b>
Remedial Design Work Plan	1	45 days after initiation of task order (WA) or 45 days after scoping meeting for final work plan	45 days after receipt
Site Management Plan (SMP)	1	30 days after approval of RD work plan	30 days after receipt
Quality Assurance Project Plan (QAPP)	1	45 days after TO initiation	30 days after receipt
Field Sampling Plan (FSP)	1	45 days after TO initiation	30 days after receipt
Health and Safety Plan (HASP)	1	45 days after TO initiation	30 days after receipt
Fact Sheets	1	As needed	
Preliminary Design	1	60 days after RD work plan approved	30 days after receipt
Intermediate Design	1	30 days after preliminary design approved	15 days after receipt of int. plans & specs
Prefinal Design Package	1	30 days after intermediate design approved	15 days after receipt of plans & specs
Final Design Package	1	30 days after prefinal design comments received	NA
Remedial Action Contract Documents	1	30 days after final design approved	30 days after receipt of RA documents

## **Attachment 2 - Work Breakdown Structure (WBS) for Remedial Design (RD)**

### **Task 1 Project Planning and Support**

(PP)

- 1.1 Project planning.
  - 1.1.1 Attend scoping meeting.
  - 1.1.2 Conduct site visit.
  - 1.1.3 Develop Work Plan and cost estimate
  - 1.1.4 Negotiate Work Plan and Cost Estimate.
  - 1.1.5 Provide conflict of interest disclosure.
- 1.2 Prepare, review, and revise the site-specific plans required to implement the RD at the site.
  - 1.2.1 Site Management Plan (SMP).
  - 1.2.2 Contingency Plan.
  - 1.2.3 Prepare a Sampling and Analysis Plan (SAP).
  - 1.2.4 Prepare a site-specific Health and Safety Plan (HSP) that specifies employee training, protective equipment, medical surveillance requirements, standard operating procedures, and a contingency plan in accordance with 29 CFR 1910.120(l)(1) and (l)(2).
- 1.4 Project management.
  - 1.4.1 Monitor costs and prepare periodic status reports.
  - 1.4.2 Participate in meetings/communicate routinely/prepare meeting notes.
  - 1.4.3 Manage, track, and report status of site-specific equipment.
  - 1.4.4 Accommodate any external audit or review mechanism that EPA shall require.
  - 1.4.5 Evaluate existing data, including usability, when directed by EPA.
  - 1.4.6 Coordinate with local and emergency response teams.
  - 1.4.7 Review background documents as directed by EPA.
  - 1.4.8 Attend EPA-held training.
- 1.5 Project initiation and support.
  - 1.5.1 Develop an EPA-approved laboratory quality assurance program.
  - 1.5.2 Develop/review qualifications of the laboratory for the given analytical requirements.
  - 1.5.3 Procure, manage, and provide oversight of subcontracts for analytical services.

### **Task 3 Field Investigation/Data Acquisition**

(FI)

- 3.2 Mobilization/demobilization.
- 3.3 Test boring and monitoring well installation and development.
- 3.4 Soil boring, drilling, and testing.
- 3.5 Environmental sampling.
- 3.6 Physical/chemical testing (for treatment, handling or disposal).
- 3.7 Field-generated waste characterization and disposal in accordance with local, state and federal regulations.

### **Task 4 Sample Analysis**

(SN)

- 4.1 Sample analyses and production of analytical data.

### **Task 5 Analytical Support and Data Validation**

(AN)

- 5.1 Collect, prepare, and ship environmental samples in accordance with the Field Sampling Plan (FSP).
  - 5.1.1 Field screening.
  - 5.1.2 Ground water sampling.
  - 5.1.3 Surface and subsurface soil sampling.
  - 5.1.4 Surface water and sediment sampling.
  - 5.1.7 Other types of media sampling and screening.
- 5.2 Develop performance or acceptance criteria (such as data quality objectives (DQO)) for each sampling event; these criteria shall be the determinative factor for assessing the success or failure of the sampling.
- 5.3 Request, obtain, and perform oversight of analytical services in compliance with EPA requirements.
- 5.4 Coordinate with the EPA Sample Management Office (SMO), the Regional Sample Control Coordinator (RSCC), and/or the Environmental Services Division (ESD) regarding analytical support, data validation, and quality assurance issues.
- 5.5 Implement the EPA-approved laboratory quality assurance program that provides oversight of in-house and subcontracted laboratories through periodic performance evaluation sample analyses and/or on-site audits of operations and has a system of corrective actions.

- 5.6 Provide sample management including chain of custody procedures, information management, sample retention, and 10-year data storage.
- 5.7 Perform data validation, the process by which the quality of the data, the defensibility of the data, and the chain of custody are verified. Perform data validation in accordance with Regional guidelines.
- 5.8 Review data for usability for its intended purpose.
- 5.9 Provide reports on data validation and usability.

**Task 6 Data Evaluation**

(DE)

- 6.1 Combine analytical and field data, providing data in a format that is compatible with Regional or national electronic data management network.
  - 6.1.1 Data usability evaluation and field quality assurance/quality control (QA/QC).
  - 6.1.2 Data reduction and tabulation.

**Task 7 Treatability Study/Pilot Testing**

(TT)

- 7.1 Provide test facility and equipment.
- 7.2 Test and operate equipment.
- 7.3 Retrieve sample for testing.
- 7.4 Prepare Technical Memorandum.
- 7.5 Characterize and dispose of residuals in accordance with Local, State and Federal Regulations.

**Task 8 Preliminary Design**

(PD)

- 8.1 Prepare preliminary design.
  - 8.1.1 Recommended project delivery strategy and scheduling, including project acceleration strategies.
  - 8.1.2 Preliminary construction schedule.
  - 8.1.3 Outline of General Specifications.
  - 8.1.4 Preliminary drawings.
  - 8.1.5 Design Criteria Report.
  - 8.1.6 Basis of design report.
  - 8.1.7 Preliminary RA and O&M cost estimates.
  - 8.1.9 Results of Value Engineering (VE) screening.
  - 8.1.10 Data trend evaluation and/or modeling and submission of Technical Memorandum.

**Task 9 Equipment/Services/Utilities**

(ES)

- 9.1 Acquire long-lead equipment, services, and/or utilities identified during the preliminary design phase.

**Task 10 Intermediate Design**

(ID)

- 10.1 Prepare intermediate design.
  - 10.1.1 Updated RA schedule.
  - 10.1.2 Intermediate specifications.
  - 10.1.3 Intermediate drawings.
  - 10.1.4 Intermediate Design Criteria Report.
  - 10.1.5 Intermediate Basis of design report.
  - 10.1.6 Revised RA and O&M cost estimates.
  - 10.1.7 An intermediate design review/briefing for EPA.
  - 10.1.8 Results of Value Engineering (VE) study if VE screening identified potential project savings.

**Task 11 Pre-Final/Final Design**

(FD)

- 11.1 Subcontract award document.
- 11.2 Pre-final/final design specifications.
- 11.3 Pre-final/final drawings and schematics.
- 11.4 Pre-final/final Design Criteria Report.
- 11.5 Pre-final/final Basis of design report.
- 11.6 Pre-final/final Construction Quality Assurance Plan.
- 11.7 Draft O&M Manual.
- 11.8 Relevant Appendices.
- 11.9 Complete RA Solicitation Package.
- 11.10 Pre-final/final Revised RA and O&M cost estimates (+15 percent and -5 percent accuracy) prepared through the use of M-CACES Gold Cost Engineering System for Remedial Action.

- 11.11 A pre-final/final design review/briefing for EPA.
- 11.12 Biddability (offerability), operability, constructability, claims prevention, and environmental compliance reviews.
- 11.13 Revised Project Delivery Strategy.
- 11.14 100% design submittal.

**Task 12 Reuse Planning**

**(RV)**

- 12.1 Provide technical support in review and evaluation of reuse plans and redevelopment plans submitted to ensure long-term protectiveness of the remedy.

**Task 13 Post Remedial Design Support**

**(DS)**

- 13.1 Pre-bid (pre-solicitation) activities.
  - 13.1.1 Duplication and distribution of contract documents.
  - 13.1.2 Advertising/soliciting of bids.
  - 13.1.3 Issuing addenda.
  - 13.1.4 Pre-bid (pre-solicitation) meetings.
  - 13.1.5 Resolution of bidder (offeror) inquiries.
  - 13.1.6 On-site visits.
  - 13.1.7 Compilation of contract documents.
  - 13.1.8 Resolicit bids/offers and repackage documents if necessary.
- 13.2 Pre-award activities.
  - 13.2.1 Receipt of bids (offers).
  - 13.2.2 Determination of responsive, responsible bidders (offerors).
  - 13.2.3 Bid (offer) tabulation.
  - 13.2.4 Bid (offer) analysis.
  - 13.2.5 Receipt of follow-up items from lowest responsible bidder (offeror).
  - 13.2.6 Review of EEO, MBE requirements, SDB subcontracting plans, etc.
  - 13.2.7 Reference checks.
  - 13.2.8 Request for consent from EPA.
- 13.3 Prepare final design fact sheet.
- 13.4 Update site-specific plans.
  - 13.4.1 Modify Site Management Plan (if necessary).
  - 13.4.2 Modify Sampling and Analysis Plan (if necessary).
  - 13.4.3 Modify Health and Safety Plan (if necessary).
  - 13.4.4 Prepare Construction Quality Assurance Plan.

**Task 14 Task order Closeout**

**(CO)**

- 14.1 Package and return documents to the government.
- 14.2 Duplicate, distribute, and store files.
- 14.3 Archive files in accordance with Federal Record Center requirements.
- 14.4 Produce microfiche/microfilm/optical disk or other EPA-approved storage format.
- 14.5 Prepare the Task order Closeout Report (TOCR).

### Attachment 3 - Regulations and Guidance Documents

The following list, although not comprehensive, consists of many of the regulations and guidance documents that apply to the RD process:

1. CERCLA Compliance with Other Laws Manual, Two Volumes, U.S. EPA, Office of Emergency and Remedial Response, August 1988 (DRAFT), OSWER Directive No. 9234.1-01 and -02.
3. The Data Quality Objectives Process for Superfund: Interim Final Guidance, U.S. EPA, EPA/540/R-93/071, September 1993.
4. Federal Acquisition Regulation, Washington, DC: U.S. Government Printing Office (revised periodically).
5. Guidance on Expediting Remedial Design and Remedial Actions, EPA/540/G-90/006, August 1990.
6. Guidance on Remedial Actions for Contaminated Ground Water at Superfund Sites, U.S. EPA Office of Emergency and Remedial Response (DRAFT), OSWER Directive No. 9283.1-2.
7. Guide to Management of Investigation-Derived Wastes, U.S. EPA, Office of Solid Waste and Emergency Response, Publication 9345.3-03FS, January 1992.
8. Interim Guidance on Compliance with Applicable of Relevant and Appropriate Requirements, U.S. EPA, Office of Emergency and Remedial Response, July 9, 1987, OSWER Directive No. 9234.0-05.
9. National Oil and Hazardous Substances Pollution Contingency Plan; Final Rule, Federal Register 40 CFR Part 300, March 8, 1990.
10. Permits and Permit Equivalency Processes for CERCLA On-Site Response Actions, February 19, 1992, OSWER Directive 9355.7-03.
11. Procedures for Completion and Deletion of NPL Sites, U.S. EPA, Office of Emergency and Remedial Response, April 1989, OSWER Directive No. 9320.2-3A.
12. Quality in the Constructed Project: A Guideline for Owners, Designers and Constructors, Volume 1, Preliminary Edition for Trial Use and Comment, American Society of Civil Engineers, May 1988.
13. *Remedial Design/Remedial Action (RD/RA) Handbook*, U.S. EPA, Office of Solid Waste and Emergency Response (OSWER), 9355.0-04B, EPA 540/R-95/059, June 1995.
14. Scoping the Remedial Design (Fact Sheet), February 1995, OSWER Publ. 9355-5-21 FS.
15. Standards for the Construction Industry, Code of Federal Regulations, Title 29, Part 1926, Occupational Health and Safety Administration.
16. Standards for General Industry, Code of Federal Regulations, Title 29, Part 1910, Occupational Health and Safety Administration.
17. Superfund Guidance on EPA Oversight of Remedial Designs and Remedial Actions Performed by Potentially Responsible Parties, April 1990, EPA/540/G-90/001.
18. Superfund Response Action Contracts (Fact Sheet), May 1993, OSWER Publ. 9242.2-08FS.
19. Treatability Studies Under CERCLA, Final. U.S. EPA, Office of Solid Waste and Emergency Response, EPA/540/R-92/071a, October 1992.
20. Value Engineering (Fact Sheet), U.S. EPA, Office of Solid Waste and Emergency Response, Publication 9355.5-03FS, May 1990.

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See the following guidance documents for more information on performance-based contracting:

10. A Guide to Best Practices for Performance-Based Service Contracting, Office of Federal Procurement Policy, April 1996.
11. A Guide to Best Practices for Performance-Based Service Contracting, Final Edition, Office of Federal Procurement Policy, October 1998.
12. Performance-Based Contracting (Fact Sheet), U.S. EPA, Office of Emergency and Remedial Response, Draft February 1999.
13. Policy Letter 91-2, To The Heads of Executive Agencies and Departments, April 9, 1991.

## Attachment 4 - Transmittal of Documents For Acceptance By EPA

TRANSMITTAL OF DOCUMENTS FOR ACCEPTANCE BY EPA		DATE:	TRANSMITTAL NO.
TO:		FROM:	↑↓ New Transmittal  ↑↓ Re-submittal of Transmittal No. _____
SUBTASK NO.	DELIVERABLE	NO. OF COPIES	REMARKS
ACCEPTANCE ACTION			
DOCUMENTS FOUND ACCEPTABLE (LIST BY SUBTASK NO.)		NAME/TITLE/SIGNATURE OF REVIEWER	
		DATE	

## Attachment 5 - Transmittal Register

[illegible]



# ORDER FOR SUPPLIES OR SERVICES

PAGE OF PAGES

1 3

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

1. DATE OF ORDER 01/22/2015		2. CONTRACT NO. (If any) EP-S4-08-03		6. SHIP TO:	
3. ORDER NO. 0043		4. REQUISITION/REFERENCE NO. PR-R4-15-00070		a. NAME OF CONSIGNEE Region 4	
5. ISSUING OFFICE (Address correspondence to) Region 4 US Environmental Protection Agency Atlanta Federal Center 61 Forsyth Street, SW Atlanta GA 30303-3104				b. STREET ADDRESS US Environmental Protection Agency Atlanta Federal Center 61 Forsyth Street, SW	
				c. CITY Atlanta	d. STATE GA
				e. ZIP CODE 30303-3104	
7. TO: NA				f. SHIP VIA	
a. NAME OF CONTRACTOR J.M. WALLER ASSOCIATES INC DBA: JMWA				8. TYPE OF ORDER	
b. COMPANY NAME				<input type="checkbox"/> a. PURCHASE	
c. STREET ADDRESS 11325 RANDOM HILLS RD STE 210				REFERENCE YOUR:  Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet, if any, including delivery as indicated.	
d. CITY Fairfax				e. STATE VA	f. ZIP CODE 22030
9. ACCOUNTING AND APPROPRIATION DATA See Schedule				10. REQUISITIONING OFFICE Reconstruct Originating Office	
11. BUSINESS CLASSIFICATION (Check appropriate box(es)) <input type="checkbox"/> a. SMALL <input type="checkbox"/> b. OTHER THAN SMALL <input type="checkbox"/> c. DISADVANTAGED <input type="checkbox"/> d. WOMEN-OWNED <input type="checkbox"/> e. HUBZone <input type="checkbox"/> f. SERVICE-DISABLED VETERAN-OWNED <input type="checkbox"/> g. WOMEN-OWNED SMALL BUSINESS (WOSB) ELIGIBLE UNDER THE WOSB PROGRAM <input type="checkbox"/> h. EDWOSB				12. F.O.B. POINT Destination	
13. PLACE OF		14. GOVERNMENT B/L NO.		15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date) 07/30/2015	
a. INSPECTION Destination	b. ACCEPTANCE Destination			16. DISCOUNT TERMS	

## 17. SCHEDULE (See reverse for Rejections)

ITEM NO. (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	DUNS Number: 627009152 Alabama Plating RD 043-RDRD-A4G7 Task Order Type: Time and Materials TOPO: Meredith Clark Max Expire Date: 07/30/2015 Continued ...					

18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.		17(h) TOTAL (Cont. pages)
21. MAIL INVOICE TO:						
a. NAME RTP Finance Center		\$30,000.00				17(i) GRAND TOTAL
b. STREET ADDRESS (or P.O. Box) US Environmental Protection Agency RTP-Finance Center Mail Drop D143-02 109 TW Alexander Drive		\$30,000.00				
c. CITY Durham		d. STATE NC	e. ZIP CODE 27711			

22. UNITED STATES OF  
AMERICA BY (Signature)

01/23/2015

*Stacy Hill*

ELECTRONIC  
SIGNATURE

23. NAME (Typed)  
Stacy Hill  
TITLE: CONTRACTING/ORDERING OFFICER

**ORDER FOR SUPPLIES OR SERVICES  
SCHEDULE - CONTINUATION**

PAGE NO

2

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER  
01/22/2015

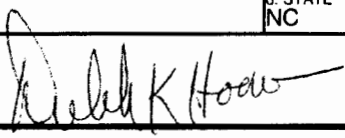
CONTRACT NO.  
EP-S4-08-03

ORDER NO.  
0043

ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
0001	<p>Admin Office: Region 4 US Environmental Protection Agency Atlanta Federal Center 61 Forsyth Street, SW Atlanta GA 30303-3104</p> <p>Accounting Info: 15-T-4AD0P-303DD2-2505-A4G7CO01-C001-154ADT5 005-001 BFY: 15 Fund: T Budget Org: 4AD0P Program (PRC): 303DD2 Budget (BOC): 2505 Job #: A4G7CO01 Cost: C001 DCN - Line ID: 154ADT5005-001 Period of Performance: 01/22/2015 to 07/30/2015</p> <p>ALABAMA PLATING, RD</p> <p>(See attached Statement of Work - 17 Pages)</p> <p>The obligated amount of award: \$30,000.00. The total for this award is shown in box 17(i).</p>				30,000.00	

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$30,000.00

ORDER FOR SUPPLIES OR SERVICES						PAGE    OF    PAGES	
IMPORTANT: Mark all packages and papers with contract and/or order numbers.							
1. DATE OF ORDER 08/17/09		2. CONTRACT NO. (If any) EP-S4-09-02		6. SHIP TO:			
3. ORDER NO. 0005		4. REQUISITION/REFERENCE NO. PR-R4-09-10319		a. NAME OF CONSIGNEE CHARLES E. SWAN, TOPO			
5. ISSUING OFFICE (Address correspondence to) U.S. EPA Region 4				b. STREET ADDRESS 61 FORSYTH STREET, SW			
7. TO:				c. CITY ATLANTA	d. STATE GA	e. ZIP CODE 30303	
a. NAME OF CONTRACTOR BLACK & VEATCH SPECIAL PROJECTS CORP.				f. SHIP VIA			
b. COMPANY NAME				8. TYPE OF ORDER			
c. STREET ADDRESS 6601 COLLEGE BOULEVARD				<input type="checkbox"/> a. PURCHASE REFERENCE YOUR: _____ Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet, if any, including delivery as indicated.			
d. CITY Overland Park				e. STATE KS	f. ZIP CODE 66211	<input checked="" type="checkbox"/> b. TASK -- Except for billing instructions on the reverse, this task order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.	
9. ACCOUNTING AND APPROPRIATION DATA See Attached				10. REQUISITIONING OFFICE Same as Block 6			
11. BUSINESS CLASSIFICATION (Check appropriate box(es))							
<input type="checkbox"/> a. SMALL <input checked="" type="checkbox"/> b. OTHER THAN SMALL <input type="checkbox"/> c. DISADVANTAGED <input type="checkbox"/> d. WOMEN OWNED							
12. F.O.B. POINT Same as Block 6				14. GOVERNMENT B/L NO.		15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date) 12/31/10	
13. PLACE OF				16. DISCOUNT TERMS N/A			
a. INSPECTION Same as Block 6				b. ACCEPTANCE Same as Block 6			
17. SCHEDULE (See reverse for Rejections)							
ITEM NO. (a)	SUPPLIES OR SERVICES (b)		QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	See Attached						
18. SHIPPING POINT			19. GROSS SHIPPING WEIGHT		20. INVOICE NO.		17(h). TOT. (Cont. pages)
21. MAIL INVOICE TO:							
SEE BILLING INSTRUCTIONS ON REVERSE	a. NAME U.S. Environmental Protection Agency					\$20,000.00	17(i). GRAND TOTAL
	b. STREET ADDRESS (or P.O. Box) RTP-Finance Center (D143-02) 109 T.W. Alexander Drive						
	c. CITY Durham	d. STATE NC	e. ZIP CODE 27711				
22. UNITED STATES OF AMERICA BY (Signature) 				23. NAME (Typed) DEBORAH K. HOOVER			
				TITLE: CONTRACTING/ORDERING OFFICER			

# Sapp Battery, Remedial Design (RD), 005-RDRD-0417

Contract: EP-S4-09-02, Task Order: 0005

Lead PR Number: PR-R4-09-10319

## Summary Information

Title: Sapp Battery, Remedial Design (RD), 005-RDRD-0417  
Period of Performance: From: 08/17/09  
To: 12/31/10  
Award Date: 08/17/09  
Total Funding: \$20,000.00

## Accounting/Appropriation Data

POP	DCN	BFYS	Appr.#	Org	Program Element	Site/ Project	Cost Org	Obj Class	Amount	P / C
Base	DT9100	09	T	4AD0P	302DD2C	0417RD02	C005	2505	\$20,000.00	P

## Funding Breakout

Acct.Info	Funding Category	Amount
FY2009 - DT9100	Cost Ceiling	\$20,000.00
Total:		\$20,000.00

## Procurement Management Roles

### TASK ORDER PROJECT OFFICER:

U.S. E.P.A.  
Attn: CHARLES E. SWAN  
61 FORSYTH STREET, SW  
ATLANTA, GA 30303

Mail Code:  
Phone Number: 404-562-8848  
Fax Number:  
E-Mail Address: swan.charles@epa.gov

### ALTERNATE TASK ORDER PROJECT OFFICER:

U.S. E.P.A.  
Attn: MEREDITH CLARK  
61 FORSYTH STREET, SW  
ATLANTA, GA 30303

Mail Code:  
Phone Number: 404-562-8919  
Fax Number:  
E-Mail Address: clark.meredith@epa.gov

## Attachments

Attachment Name

Task Order Provisions

## Task Order Totals

Category	POP	Amount
Cost Ceiling	Base Pd.	\$20,000.00

## **Task Order Provisions**

Contract: EP-S4-09-02, Task Order: 0005

Lead PR Number: PR-R4-09-10319

### **Background**

This action initiates a new Remedial Design (RD) task order for the Sapp Battery Superfund Site (005-RDRD-0417) in accordance with the attached statement of work and the terms and conditions of Clause G.8., Ordering Methods, of the basic contract.

### **Task Order Funding Ceiling**

An initial task order funding ceiling of \$20,000.00 is hereby established for a site visit, scoping meeting and the development of the RD task order work plan under Task 1 (Project Planning). The contractor shall acknowledge receipt of this task order within five (5) calendar days and shall prepare and forward to the Contracting Officer within twenty (20) business days after the scoping meeting and/or site visit, a written RD task order work plan proposal.

### **Task Order Incremental Funding**

The amount of task order funding currently available for Task 1 (Project Planning) is \$20,000.00. The contractor shall not make expenditures or incur obligations under this task order in excess of the funding ceiling price of \$20,000.00, except at the contractor's own risk.

When the contractor has reason to believe that the costs for this task order, which will accrue in the next thirty (30) days, will bring the total cost of this task order over seventy five (75) percent of the available funding specified in the task order, the contractor shall notify the Contracting Officer. Additional funding as needed shall be provided incrementally through a task order modification to fund the contractor's task order proposal.

### **EPA Contacts:**

#### **Task Order Project Officer**

Charles Swan  
(404) 562-8848

#### **Task Order Alternative Project Officer**

Meredith Clark  
(404) 562-8919

#### **Task Order COR**

Shea Jones  
(404) 562-8929

#### **Contracting Officer**

Deborah Hoover  
(404) 562-8373

**RAC II  
STATEMENT OF WORK  
FOR  
REMEDIAL DESIGN**

Sapp Battery Salvage, Jackson County, FL

August 17, 2009

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# **RAC II STATEMENT OF WORK FOR REMEDIAL DESIGN**

Sapp Battery Salvage, Jackson County, FL

August 17, 2009

**Contract No: EP-S4-09-02**

**Task Order No: 005-RDRD-0417**

## **Introduction**

### **PURPOSE**

The purpose of this task order is to prepare a remedial design (RD) of the selected remedy as defined in the record of decision (ROD) issued on September 26, 1986. The ROD, issued on September 26, 1986, defines the selected remedy. The groundwater cleanup remedy will be changed in a ROD Amendment which will be issued during September 2009. This statement of work (SOW) sets forth the framework and requirements for conducting the RD activities at the Sapp Battery Salvage Superfund Site. The RD is generally defined as those activities to be undertaken by the contractor to develop the final plans and specifications, general provisions, and special requirements necessary to translate the ROD into the remedy to be constructed under the remedial action (RA) phase. The RA is generally defined as the implementation phase of site remediation or construction of the remedy, including necessary operation and maintenance, performance monitoring, and special requirements. The RA is based on the RD to achieve the remediation goals specified in the ROD. The goal for completion of this task order is December 31, 2010.

### **SITE DESCRIPTION**

The Sapp Battery site located in Jackson County, Florida is a 45 acre site which began in the early 1970's as a salvage operation to recover lead from spent automotive batteries. The operation was shutdown in early 1980. Onsite wetlands were visibly impacted by acid runoff from site operations as early as 1977. Via the groundwater pathway, the site threatens the Floridan Aquifer, the primary drinking water source for nearby residents.

In 1980, EPA conducted an early action at the site consisting of construction and modification of site berms to control runoff and the application of hydrated lime to neutralize acid-contaminated water. The Florida Department of Environmental Protection conducted several additional interim response actions in 1984 and 1985 to stabilize the site. A final cleanup decision was reached by EPA in September, 1986. The decision consisted of solidification/stabilization for site soils, pump and treat for site groundwater, and excavation of effected wetlands. A design to solidify/stabilize source area soils was completed by a contractor for EPA in September 1991. In January 1992, EPA signed a Consent Decree with a group of potentially responsible parties (PRPs) to implement the design. The PRPs have completed the source control remedial action by excavating, solidifying and stabilizing lead contaminated soil on-site. On April 29, 2004, EPA began the design for the ground water cleanup (OU2). The RD will be completed under this task order. RD activities for the OU3 sediment remedy began in July 2003 and were completed in March 2005. Surface water and sediments samples were collected and analyzed to determine the current nature and extent of the sediment contamination. RA completion for OU3 was achieved during 2009.

Since the ROD Amendment hasn't been finalized yet, the revised cleanup remedy has not been selected. It's likely that a permeable reactive barrier wall will be constructed to remediate groundwater.

## GENERAL REQUIREMENTS

This is a term-form task order that requires the contractor to complete the RD that supports the successful construction of a remedy that meets the objectives and performance criteria specified in the ROD issued on September 26, 1986 and the ROD Amendment which will be issued during September 2009.

The contractor shall conduct the RD in accordance with this SOW and consistently with the ROD issued on September 26, 1986 and the ROD Amendment which will be issued during September 2009, *The Remedial Design/Remedial Action (RD/RA) Handbook* (U.S. EPA Office of Solid Waste and Emergency Response (OSWER), 9355.0-04B, EPA 540/R-95/059, June 1995), and all other guidance used by EPA in conducting an RD (Attachment 3). Furnish all necessary and appropriate personnel, materials, and services needed for, or incidental to, performing and completing the remedial design in accordance SOW requirements.

This SOW and accompanying work breakdown structure (WBS) (Attachment 2) is provided as a format for the contractor to structure its proposed approach and cost estimate. Use the WBS in cost estimate preparation, and technical and cost tracking and reporting under this task order.

In conducting the task order, EPA expects the contractor to propose and implement the most appropriate and cost-effective procedures and methodologies using accepted engineering practices and controls. Throughout the performance of this task order, EPA expects the contractor to be responsible for performing services and providing products at the lowest reasonable cost. If the contractor fails to meet the requirements within the negotiated costs, the government may elect to provide the contractor with additional funds to complete the task order without providing any additional fee. If there are changes to the SOW by the government, the government will issue a formal amendment to the SOW and negotiate the cost of the amendment with the contractor to form a new cost estimate.

A summary of the potential major deliverables and proposed schedule for submittals is in Attachment 1. This summary and schedule can be used as the basis for the contractor's proposed deliverables and schedules included in the work plan. Submit the major deliverables using the Transmittal of Documents for Acceptance by EPA Form. (Attachment 4). The EPA Task Order Manager (TOM) will track deliverables submitted by the contractor using the Transmittal Register (Attachment 5).

Communicate at least weekly with the task order manager (TOM), either in face-to-face meetings or through conference calls. Document all decisions that are made in meetings and conversations with EPA. This documentation should be submitted to the COR within seven working days of the meeting or conversation.

EPA will provide oversight of contractor activities throughout the RD. EPA review and approval of deliverables is a tool to assist this process and to satisfy, in part, EPA's responsibility to provide effective protection of public health, welfare, and the environment. EPA will review deliverables to assess the likelihood that the RD will achieve its remediation goals and that its performance and operations requirements have been correctly identified. Acceptance of plans and specifications by EPA does not relieve the contractor from responsibility for the adequacy of the design or its professional responsibilities.

## RECORD KEEPING REQUIREMENTS

Maintain all technical and financial records for the RD in accordance with the contract. At the completion of the task order, submit an official record of the RD in both compact disk and a hardcopy to the TOM. Provide the deliverables using electronic media.

## US EPA PRIMARY CONTACT

The primary contact for this task order is Shea Jones. She can be reached at (404) 562-8929, via facsimile at (404) 562-8896 or via e-mail at [jones.shea@epa.gov](mailto:jones.shea@epa.gov). Her mailing address is US EPA Region 4, 61 Forsyth Street SW, Atlanta, GA 30303. The secondary contact is the TOM's manager, David Keefer. He can be reached at (404) 562-8932, via facsimile at (404) 562-8896, or via e-mail at [keefe.david@epa.gov](mailto:keefe.david@epa.gov). His mailing address is US EPA Region 4, 61 Forsyth Street SW, Atlanta, GA 30303.



## TASK ORDER COMPLETION DATE AND PROJECT CLOSEOUT

The goal is to complete this task order by December 31, 2010. At the completion of the task order, perform all necessary project closeout activities as specified in the contract. These activities include closing out any subcontracts, indexing and consolidating project records and files as required above, and providing a technical and financial closeout report to EPA.

## RD Work Planning

### WORK PLAN

WBS: 1.1

Prepare and submit a RD work plan that includes a detailed description of implementation activities, performance monitoring, and overall management strategy, including optimization, for the RD. Typical activities involved in preparing the work plan include, but are not limited to, the following:

Contacting the Task Order Manager (TOM) within five (5) calendar days after receipt of the task order/task order to schedule the scoping meeting to be held at the U.S. EPA Region 4 office in Atlanta, GA.

Preparing and submitting a final RD work plan within 20 business days after the scoping meeting and/or site visit. The work plan shall include a detailed description of the technical approach for the RD activities in accordance with the ROD Amendment. Specify the necessary procedures, inspections, deliverables, and schedules. Include a comprehensive implementation management schedule for completion of each major activity and submittal.

Preparing the estimated cost to complete the task order, including subcontractor costs, for each element of the SOW; providing a breakdown of the cost by task and subtask levels, in accordance with the contract work breakdown structure (WBS). Ensuring design cost does not exceed the 6 percent design limitation cost of construction.

Negotiating and preparing a revised work plan, if the contractor fails to meet the Region's minimum standards. Note that EPA does not anticipate a need to re-negotiate with the contractor nor to require the contractor to revise the work plan.

Providing conflict of interest disclosure.

### SITE-SPECIFIC PLANS

WBS: 1.2

Review all existing site-specific plans and prepare, update, and/or maintain plans, as necessary, for RD implementation. Incorporate the plans and procedures received from any subcontractor(s) into the overall site plans. Should the contractor fail to meet the required standards in accordance with the appropriate legal, regulatory, and EPA guidance, prepare revised site-specific plans. Typical plans include, but are not limited to, the following:

Site Management Plan.

Sampling and Analysis Plan (SAP) in accordance with 40 CFR 300.415(b)(4)(ii).

Contingency Plan.

Site-specific Health and Safety Plan (HSP) that specifies employee training, protective equipment, medical surveillance requirements, standard operating procedures, and a contingency plan in accordance with 29 CFR 1910.120(1)(1) and (1)(2). NOTE: The RI/FS HSP may be modified for use if appropriate.

## Project Management and Reporting

### PROJECT MANAGEMENT

WBS: 1.4

Perform activities required to effectively manage the task order. These activities typically include, but are not limited to, the following:

- Monitoring costs and progress.

- Preparing and submitting monthly progress reports that document monthly and cumulative cost, performance status, and technical progress.

- Preparing and submitting monthly invoices in accordance with the level of detail as specified in the contract.

- Managing, tracking, and reporting status of site-specific equipment.

- Participating in meetings and preparing and submitting meeting summaries.

- Accommodating any external audit or review mechanism that EPA requires.

- Evaluating existing data, including usability, when directed by EPA.

- Coordinating with local and emergency response teams.

- Reviewing background documents as directed by EPA.

- Attending EPA-held training.

### PROJECT INITIATION

WBS: 1.5

Perform project initiation and support that will lead to the design of a remedy that eliminates, reduces, or controls risks to human health and the environment. Typical activities include, but are not limited to, the following:

- Developing an EPA-approved laboratory quality assurance program that provides oversight of in-house and subcontracted laboratories through periodic performance evaluation sample analyses and/or on-site audits of operations and has a system of corrective actions to be used in cases where performance does not meet the standards of the program.

- Developing/reviewing qualifications of the laboratory for the given analytical requirements.

- Procuring, managing, and providing oversight of pool and team subcontracts for analytical services.

### COMMUNITY INVOLVEMENT (CR)

WBS: 2

Prepare and implement the Community Involvement Plan (CIP) for the site. Perform community involvement activities in support of EPA throughout the RD in accordance with the *National Oil and Hazardous Substances Pollution Contingency Plan* (NCP, 40 CFR Part 300) and the *Community Relations in Superfund - A Handbook*, (U.S. EPA, Office of Emergency and Remedial Response, OSWER Directive No. 9230.0-3C, January 1992). These tasks include, but are not limited to, the following:

- Providing public meeting and/or open house support.

- Preparing fact sheets, notices and other informational documents.

- Maintaining public information repository.

Preparing presentation materials.

Implementing other community involvement activities as identified by the site-specific CIP or EPA.

Providing technical support to review Community Involvement deliverables and participate in public meetings.

## **Preliminary Design Package**

### **TREATABILITY STUDY/PILOT TESTING (TT)**

**WBS: 7**

Conduct laboratory screening, bench-scale and pilot-scale treatability studies to determine the suitability of remedial technologies or alternatives to site conditions and problems. Typical activities include, but are not limited to, the following:

Providing test facility and equipment.

Testing and operating equipment.

Retrieving sample for testing.

Preparing Technical Memorandum.

Characterizing and disposing of residuals in accordance with local, State, and Federal regulations.

### **PRELIMINARY DESIGN (PD)**

**WBS: 8**

Prepare the preliminary design. Typical components include, but are not limited to, the following:

Recommended project delivery strategy and scheduling, including project acceleration strategies.

Preliminary construction schedule.

Outline of General Specifications.

Preliminary drawings.

Design Criteria Report.

Basis of Design Report.

Preliminary RA and O&M cost estimates (+50 percent and -30 percent accuracy) prepared through the use of M-CACES Gold Cost Engineering System for Remedial Action.

Technical Support to EPA/State/U.S. Army Corps of Engineers (USACE) in Land Acquisition.

Results of Value Engineering (VE) screening.

### **INTERMEDIATE DESIGN (ID)**

**WBS: 10**

Prepare the intermediate design. Typical components include, but are not limited to, the following:

Updated RA schedule.

Intermediate specifications.

Intermediate drawings.

Intermediate Design Criteria Report.

Intermediate Basis of Design Report.

Revised RA and O&M cost estimates (+30 percent and -15 percent accuracy for simple projects and +40 and -20 percent for complex projects) prepared through the use of M-CACES Gold Cost Engineering System for Remedial Action.

An intermediate design review/briefing for EPA.

Results of Value Engineering (VE) study if VE screening identified potential project savings.

#### **EQUIPMENT/SERVICES/UTILITIES (ES)**

WBS: 9

Acquire long-lead equipment, services, and/or utilities identified during the preliminary design phase.

#### **REUSE PLANNING (RV)**

WBS: 12

Assist in the review and evaluation of reuse plans and redevelopment plans submitted to ensure long-term protectiveness of the RD and remedy.

### **Pre-Final Design Package**

#### **PRE-FINAL/FINAL DESIGN (FD)**

WBS: 11

Prepare the Pre-final/Final Design. Typical components include, but are not limited to, the following:

Subcontract award document.

Pre-final/Final Design Specifications.

Pre-final/Final Drawings and Schematics.

Pre-final/Final Design Criteria Report.

Pre-final/Final Basis of Design Report.

Pre-final/Final Construction Quality Assurance Plan.

Draft O&M Manual.

Relevant Appendices.

Complete RA Solicitation Package.

Pre-final/Final Revised RA and O&M cost estimates (+15 percent and -5 percent accuracy) prepared through the use of M-CACES Gold Cost Engineering System for Remedial Action.

A pre-final/final design review/briefing for EPA.

Biddability (offerability), operability, constructability, claims prevention, and environmental compliance reviews.

Revised Project Delivery Strategy.

100% design submittal, which shall include the final plans and specifications in reproducible format, final cost estimate, and a schedule of the overall Remedial Action.

## **Final Design Package**

### **POST REMEDIAL DESIGN SUPPORT (DS)**

WBS: 13

Solicit the procurement, evaluate offers received, and inform the EPA Contracting Officer of the best qualified/cost effective offer. (Award of the contract will be part of Remedial Action Task Order.) Specific activities include, but are not limited to, the following:

#### **Pre-bid (Pre-Solicitation) Activities.**

- Duplication and distribution of contract documents
- Advertising/soliciting of bids
- Issuing addenda
- Pre-bid (pre-solicitation) meetings
- Resolution of bidder (offeror) inquiries
- On-site visits
- Compilation of contract documents
- Resolicit bids/offers and repackage documents if necessary

#### **Pre-award Activities.**

- Receipt of bids (offers)
- Determination of responsive, responsible bidders (offerors)
- Bid (offer) tabulation
- Bid (offer) analysis
- Receipt of follow-up items from lowest responsible bidder (offeror)
- Review of EEO, MBE requirements, SDB subcontracting plans, etc.
- Reference checks
- Request for consent from EPA

Preparation of final design fact sheet.

Before remedial action field activities begin, update or write, if necessary, site-specific plans. The existing plans developed for the RD, amended at the direction of the EPA TOM, shall be used if appropriate. Plans that establish procedures to be followed by the contractor in performing field, laboratory and analysis work in addition to community and agency liaison activities, may be reviewed by the RD contractor. Typical plans reviewed include, but are not limited to, the following:

Site Management Plan.

Sampling and Analysis Plan (SAP).

Health and Safety Plan (HASP).

Construction Quality Assurance Plan.

Contingency Plan.

### **TASK ORDER CLOSEOUT (CO)**

WBS: 14

Perform the necessary activities to close out the task order in accordance with contract requirements. Typical activities include but are not limited to, the following:

Packaging and returning documents to the government.

Duplicating/distribution/storage of files.

Archiving files in accordance with Federal Record Center requirements.

Preparing microfiche/microfilm/optical disk or other EPA-approved data storage technology.

Preparing the closeout report in accordance with Regional guidance or other procedures as specified in the task order. If the final hours/budget is greater than +/- 10% of the original approved task order hours/budget, the task order closeout report (TOCR) must describe the circumstances that explain why this occurred.

**Attachment 1 - Summary of Major Submittals for the Remedial Design at Sapp Battery Superfund Site**

<b>DELIVERABLE</b>	<b>NO. OF COPIES</b>	<b>DUE DATE (calendar days)</b>	<b>EPA REVIEW PERIOD</b>
Remedial Design Work Plan	3	20 business days after scoping meeting and/or site visit	30 days after receipt
Updated Quality Assurance Project Plan (QAPP)	3	TBD	30 days after receipt
Updated Health and Safety Plan (HASP)	3	TBD	30 days after receipt
Treatability Study Work Plan	3	45 days after RD Work Plan Approved	30 days after receipt
Fact Sheets	3	As needed	15 days after receipt of fact sheet
Preliminary Design	3	30 days after RD work plan approved	30 days after receipt
Intermediate Design	3	21 days after preliminary design approved	21 days after receipt of int. plans & specs
Prefinal Design Package	3	21 days after intermediate design approved	21 days after receipt of plans & specs
Final Design Package	3	14 days after prefinal design comments received	NA
Remedial Action Contract Documents	3	21 days after final design approved	21 days after receipt of RA documents

## **Attachment 2 - Work Breakdown Structure (WBS) for Remedial Design (RD)**

### **Task 1 Project Planning and Support**

**(PP)**

- 1.1 Project planning.
  - 1.1.1 Attend scoping meeting.
  - 1.1.2 Conduct site visit.
  - 1.1.3 Develop Work Plan and cost estimate
  - 1.1.4 Negotiate Work Plan and Cost Estimate.
  - 1.1.5 Provide conflict of interest disclosure.
- 1.2 Prepare, review, and revise the site-specific plans required to implement the RD at the site.
  - 1.2.1 Site Management Plan (SMP).
  - 1.2.2 Contingency Plan.
  - 1.2.3 Prepare a Sampling and Analysis Plan (SAP).
  - 1.2.4 Prepare a site-specific Health and Safety Plan (HSP) that specifies employee training, protective equipment, medical surveillance requirements, standard operating procedures, and a contingency plan in accordance with 29 CFR 1910.120(l)(1) and (l)(2). NOTE: The RI/FS HSP may be modified for use if appropriate.
- 1.3 Pollution Liability Insurance.
- 1.4 Project management.
  - 1.4.1 Monitor costs and prepare periodic status reports.
  - 1.4.2 Participate in meetings/communicate routinely/prepare meeting notes.
  - 1.4.3 Manage, track, and report status of site-specific equipment.
  - 1.4.4 Accommodate any external audit or review mechanism that EPA shall require.
  - 1.4.5 Evaluate existing data, including usability, when directed by EPA.
  - 1.4.6 Coordinate with local and emergency response teams.
  - 1.4.7 Review background documents as directed by EPA.
  - 1.4.8 Attend EPA-held training.
- 1.5 Project initiation and support.
  - 1.5.1 Develop an EPA-approved laboratory quality assurance program.
  - 1.5.2 Develop/review qualifications of the laboratory for the given analytical requirements.
  - 1.5.3 Procure, manage, and provide oversight of subcontracts for analytical services.

### **Task 2 Community Involvement**

**(CR)**

- 2.1 Conduct community interviews.
- 2.2 Prepare Community Involvement Plan (CIP).
- 2.3 Provide public meeting and/or open house support.
- 2.4 Prepare fact sheets, notices and other informational documents.
- 2.5 Provide support for proposed plan.
- 2.6 Provide public hearing support.
- 2.7 Publish public notices in local newspapers serving the site community.
- 2.8 Maintain public information repositories.
- 2.9 Develop and update site mailing list.
- 2.10 Provide administrative and technical support for Responsiveness Summary.
- 2.11 Prepare presentation materials.
- 2.12 Implementation of other Community Involvement activities as identified by the site-specific Community Involvement Plan or EPA.
- 2.13 Provide technical support to review Community Involvement deliverables and participate in public meetings.

### **Task 7 Treatability Study/Pilot Testing**

**(TT)**

- 7.1 Provide test facility and equipment.
- 7.2 Test and operate equipment.
- 7.3 Retrieve sample for testing.
- 7.4 Prepare Technical Memorandum.
- 7.5 Characterize and dispose of residuals in accordance with Local, State and Federal Regulations.



- Task 8 Preliminary Design (PD)**
- 8.1 Prepare preliminary design.
- 8.1.1 Recommended project delivery strategy and scheduling, including project acceleration strategies.
  - 8.1.2 Preliminary construction schedule.
  - 8.1.3 Outline of General Specifications.
  - 8.1.4 Preliminary drawings.
  - 8.1.5 Design Criteria Report.
  - 8.1.6 Basis of design report.
  - 8.1.7 Preliminary RA and O&M cost estimates.
  - 8.1.8 Technical Support to EPA/State/USACE in Land Acquisition.
  - 8.1.9 Results of Value Engineering (VE) screening.
  - 8.1.10 Data trend evaluation and/or modeling and submission of Technical Memorandum.
- Task 9 Equipment/Services/Utilities (ES)**
- 9.1 Acquire long-lead equipment, services, and/or utilities identified during the preliminary design phase.
- Task 10 Intermediate Design (ID)**
- 10.1 Prepare intermediate design.
- 10.1.1 Updated RA schedule.
  - 10.1.2 Intermediate specifications.
  - 10.1.3 Intermediate drawings.
  - 10.1.4 Intermediate Design Criteria Report.
  - 10.1.5 Intermediate Basis of design report.
  - 10.1.6 Revised RA and O&M cost estimates.
  - 10.1.7 An intermediate design review/briefing for EPA.
  - 10.1.8 Results of Value Engineering (VE) study if VE screening identified potential project savings.
- Task 11 Pre-Final/Final Design (FD)**
- 11.1 Subcontract award document.
  - 11.2 Pre-final/final design specifications.
  - 11.3 Pre-final/final drawings and schematics.
  - 11.4 Pre-final/final Design Criteria Report.
  - 11.5 Pre-final/final Basis of design report.
  - 11.6 Pre-final/final Construction Quality Assurance Plan.
  - 11.7 Draft O&M Manual.
  - 11.8 Relevant Appendices.
  - 11.9 Complete RA Solicitation Package.
  - 11.10 Pre-final/final Revised RA and O&M cost estimates (+15 percent and -5 percent accuracy) prepared through the use of M-CACES Gold Cost Engineering System for Remedial Action.
  - 11.11 A pre-final/final design review/briefing for EPA.
  - 11.12 Biddability (offerability), operability, constructability, claims prevention, and environmental compliance reviews.
  - 11.13 Revised Project Delivery Strategy.
  - 11.14 100% design submittal.
- Task 12 Reuse Planning (RV)**
- 12.1 Provide technical support in review and evaluation of reuse plans and redevelopment plans submitted to ensure long-term protectiveness of the remedy.
- Task 13 Post Remedial Design Support (DS)**
- 13.1 Pre-bid (pre-solicitation) activities.
- 13.1.1 Duplication and distribution of contract documents.
  - 13.1.2 Advertising/soliciting of bids.
  - 13.1.3 Issuing addenda.
  - 13.1.4 Pre-bid (pre-solicitation) meetings.
  - 13.1.5 Resolution of bidder (offeror) inquiries.

- 13.1.6 On-site visits.
- 13.1.7 Compilation of contract documents.
- 13.1.8 Resolicit bids/offers and repackage documents if necessary.
- 13.2 Pre-award activities.
  - 13.2.1 Receipt of bids (offers).
  - 13.2.2 Determination of responsive, responsible bidders (offerors).
  - 13.2.3 Bid (offer) tabulation.
  - 13.2.4 Bid (offer) analysis.
  - 13.2.5 Receipt of follow-up items from lowest responsible bidder (offeror).
  - 13.2.6 Review of EEO, MBE requirements, SDB subcontracting plans, etc.
  - 13.2.7 Reference checks.
  - 13.2.8 Request for consent from EPA.
- 13.3 Prepare final design fact sheet.
- 13.4 Update site-specific plans.
  - 13.4.1 Modify Site Management Plan (if necessary).
  - 13.4.2 Modify Sampling and Analysis Plan (if necessary).
  - 13.4.3 Modify Health and Safety Plan (if necessary).
  - 13.4.4 Prepare Construction Quality Assurance Plan.

**Task 14 Task Order Closeout**

**(CO)**

- 14.1 Package and return documents to the government.
- 14.2 Duplicate, distribute, and store files.
- 14.3 Archive files in accordance with Federal Record Center requirements.
- 14.4 Produce microfiche/microfilm/optical disk or other EPA-approved storage format.
- 14.5 Prepare the Task Order Closeout Report (TOCR).

### Attachment 3 - Regulations and Guidance Documents

The following list, although not comprehensive, consists of many of the regulations and guidance documents that apply to the RD process:

1. CERCLA Compliance with Other Laws Manual, Two Volumes, U.S. EPA, Office of Emergency and Remedial Response, August 1988 (DRAFT), OSWER Directive No. 9234.1-01 and -02.
2. Community Relations in Superfund - A Handbook, U.S. EPA, Office of Emergency and Remedial Response, January 1992, OSWER Directive No. 9230.0-3C.
3. The Data Quality Objectives Process for Superfund: Interim Final Guidance, U.S. EPA, EPA/540/R-93/071, September 1993.
4. Federal Acquisition Regulation, Washington, DC: U.S. Government Printing Office (revised periodically).
5. Guidance on Expediting Remedial Design and Remedial Actions, EPA/540/G-90/006, August 1990.
6. Guidance on Remedial Actions for Contaminated Ground Water at Superfund Sites, U.S. EPA Office of Emergency and Remedial Response (DRAFT), OSWER Directive No. 9283.1-2.
7. Guide to Management of Investigation-Derived Wastes, U.S. EPA, Office of Solid Waste and Emergency Response, Publication 9345.3-03FS, January 1992.
8. Interim Guidance on Compliance with Applicable of Relevant and Appropriate Requirements, U.S. EPA, Office of Emergency and Remedial Response, July 9, 1987, OSWER Directive No. 9234.0-05.
9. National Oil and Hazardous Substances Pollution Contingency Plan; Final Rule, Federal Register 40 CFR Part 300, March 8, 1990.
10. Permits and Permit Equivalency Processes for CERCLA On-Site Response Actions, February 19, 1992, OSWER Directive 9355.7-03.
11. Procedures for Completion and Deletion of NPL Sites, U.S. EPA, Office of Emergency and Remedial Response, April 1989, OSWER Directive No. 9320.2-3A.
12. Quality in the Constructed Project: A Guideline for Owners, Designers and Constructors, Volume 1, Preliminary Edition for Trial Use and Comment, American Society of Civil Engineers, May 1988.
13. *Remedial Design/Remedial Action (RD/RA) Handbook*, U.S. EPA, Office of Solid Waste and Emergency Response (OSWER), 9355.0-04B, EPA 540/R-95/059, June 1995.
14. Scoping the Remedial Design (Fact Sheet), February 1995, OSWER Publ. 9355-5-21 FS.
15. Standards for the Construction Industry, Code of Federal Regulations, Title 29, Part 1926, Occupational Health and Safety Administration.
16. Standards for General Industry, Code of Federal Regulations, Title 29, Part 1910, Occupational Health and Safety Administration.
17. Superfund Guidance on EPA Oversight of Remedial Designs and Remedial Actions Performed by Potentially Responsible Parties, April 1990, EPA/540/G-90/001.
18. Superfund Response Action Contracts (Fact Sheet), May 1993, OSWER Publ. 9242.2-08FS.
19. Treatability Studies Under CERCLA, Final. U.S. EPA, Office of Solid Waste and Emergency Response, EPA/540/R-92/071a, October 1992.
20. Value Engineering (Fact Sheet), U.S. EPA, Office of Solid Waste and Emergency Response, Publication 9355.5-03FS, May 1990.

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See the following guidance documents for more information on performance-based contracting:

10. A Guide to Best Practices for Performance-Based Service Contracting, Office of Federal Procurement Policy, April 1996.
11. A Guide to Best Practices for Performance-Based Service Contracting, Final Edition, Office of Federal Procurement Policy, October 1998.
12. Performance-Based Contracting (Fact Sheet), U.S. EPA, Office of Emergency and Remedial Response, Draft February 1999.
13. Policy Letter 91-2, To The Heads of Executive Agencies and Departments, April 9, 1991.

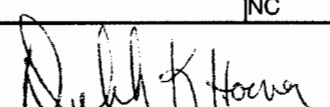
## Attachment 4 - Transmittal Of Documents For Acceptance By EPA

TRANSMITTAL OF DOCUMENTS FOR ACCEPTANCE BY EPA		DATE:	TRANSMITTAL NO.
TO:		FROM:	G New Transmittal  G Re-submittal of Transmittal No. _____
SUBTASK NO.	DELIVERABLE	NO. OF COPIES	REMARKS
ACCEPTANCE ACTION			
DOCUMENTS FOUND ACCEPTABLE (LIST BY SUBTASK NO.)		NAME/TITLE/SIGNATURE OF REVIEWER  DATE	

### Attachment 5 - Transmittal Register

TRANSMITTAL REGISTER								
PROJECT TITLE AND LOCATION				CONTRACT NO.			TASK ORDER NO.	
Subtask No.	DELIVERABLE	No. of Copies	Due Date	Transmittal No.	Date Received	Date Comments Sent to Contractor	EPA Acceptance Date	REMARKS



ORDER FOR SUPPLIES OR SERVICES						PAGE	OF	PAGES
IMPORTANT: Mark all packages and papers with contract and/or order numbers.								
1. DATE OF ORDER 08/18/09		2. CONTRACT NO. (If any) EP-S4-09-02		6. SHIP TO:				
3. ORDER NO. 0007		4. REQUISITION/REFERENCE NO. PR-R4-09-10326		a. NAME OF CONSIGNEE CHARLES E. SWAN, TOPO				
5. ISSUING OFFICE (Address correspondence to) U.S. EPA Region 4				b. STREET ADDRESS 61 FORSYTH STREET, SW				
				c. CITY ATLANTA		d. STATE GA	e. ZIP CODE 30303	
7. TO:				f. SHIP VIA				
a. NAME OF CONTRACTOR BLACK & VEATCH SPECIAL PROJECTS CORP.				8. TYPE OF ORDER				
b. COMPANY NAME				[ ] a. PURCHASE REFERENCE YOUR:		[X] b. TASK -- Except for billing instructions on the reverse, this task order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.		
c. STREET ADDRESS 6601 COLLEGE BOULEVARD				Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet. If any, including delivery as indicated.				
d. CITY Overland Park		e. STATE KS	f. ZIP CODE 66211					
9. ACCOUNTING AND APPROPRIATION DATA See Attached				10. REQUISITIONING OFFICE Same as Block 6				
11. BUSINESS CLASSIFICATION (Check appropriate box(es))								
<input type="checkbox"/> a. SMALL <input checked="" type="checkbox"/> b. OTHER THAN SMALL <input type="checkbox"/> c. DISADVANTAGED <input type="checkbox"/> d. WOMEN OWNED								
12. F.O.B. POINT Same as Block 6			14. GOVERNMENT B/L NO.		15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date) 12/30/10		16. DISCOUNT TERMS N/A	
13. PLACE OF								
a. INSPECTION Same as Block 6			b. ACCEPTANCE Same as Block 6					
17. SCHEDULE (See reverse for Rejections)								
ITEM NO. (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)		
	See Attached							
18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.				
21. MAIL INVOICE TO:								
a. NAME U.S. Environmental Protection Agency								
b. STREET ADDRESS (or P.O. Box) RTP-Finance Center (D143-02) 109 T.W. Alexander Drive								
c. CITY Durham		d. STATE NC	e. ZIP CODE 27711					
22. UNITED STATES OF AMERICA BY (Signature) 		23. NAME (Typed) DEBORAH K. HOOVER						
		TITLE: CONTRACTING/ORDERING OFFICER						
SEE BILLING INSTRUCTIONS ON REVERSE						17(h). TOT. (Cont. pages)		
						17(i). GRAND TOTAL		
						\$20,000.00		

## Peach Orchard, Remedial Design, 007-RDRD-A48P

Contract: EP-S4-09-02, Task Order: 0007

Lead PR Number: PR-R4-09-10326

### Summary Information

Title: Peach Orchard, Remedial Design, 007-RDRD-A48P  
Period of Performance: From: 08/18/09  
To: 12/30/10  
Award Date: 08/18/09  
Total Funding: \$20,000.00

### Accounting/Appropriation Data

POP	DCN	BFYS	Appr.#	Org	Program Element	Site/ Project	Cost Org	Obj Clss	Amount	P /
Base	DT9091	09	T	4AD0P	302DD2C	A48PRD01	C001	2505	\$20,000.00	P

### Funding Breakout

Acct.Info	Funding Category	Amount
FY2009 - DT9091	Cost Ceiling	\$20,000.00
Total:		\$20,000.00

### Procurement Management Roles

#### TASK ORDER PROJECT OFFICER:

U.S. E.P.A.  
Attn: CHARLES E. SWAN  
61 FORSYTH STREET, SW  
ATLANTA, GA 30303

Mail Code:  
Phone Number: 404-562-8848  
Fax Number:  
E-Mail Address: swan.charles@epa.gov

#### ALTERNATE TASK ORDER PROJECT OFFICER:

U.S. E.P.A.  
Attn: MEREDITH CLARK  
61 FORSYTH STREET, SW  
ATLANTA, GA 30303

Mail Code:  
Phone Number: 404-562-8919  
Fax Number:  
E-Mail Address: clark.meredith@epa.gov

### Attachments

Attachment Name

Task Order Provisions

### Task Order Totals

Category	POP	Amount
Cost Ceiling	Base Pd.	\$20,000.00



## **Task Order Provisions**

Contract: EP-S4-09-02, Task Order: 0007

Lead PR Number: PR-R4-09-10326

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### **Background**

This action initiates a new Remedial Design (RD) task order for the Peach Orchard Superfund Site (007-RDRD-A48P) in accordance with the attached statement of work and the terms and conditions of Clause G.8., Ordering Methods, of the basic contract.

### **Task Order Funding Ceiling**

An initial task order funding ceiling of \$20,000.00 is hereby established for a site visit, scoping meeting and the development of the RD task order work plan under Task 1 (Project Planning). The contractor shall acknowledge receipt of this task order within five (5) calendar days and shall prepare and forward to the Contracting Officer within twenty (20) business days after the scoping meeting and/or site visit, a written RD task order work plan proposal.

### **Task Order Incremental Funding**

The amount of task order funding currently available for Task 1 (Project Planning) is \$20,000.00. The contractor shall not make expenditures or incur obligations under this task order in excess of the funding ceiling price of \$20,000.00, except at the contractor's own risk.

When the contractor has reason to believe that the costs for this task order, which will accrue in the next thirty (30) days, will bring the total cost of this task order over seventy five (75) percent of the available funding specified in the task order, the contractor shall notify the Contracting Officer. Additional funding as needed shall be provided incrementally through a task order modification to fund the contractor's task order proposal.

### **EPA Contacts:**

#### **Task Order Project Officer**

Charles Swan  
(404) 562-8848

#### **Task Order Alternative Project Officer**

Meredith Clark  
(404) 562-8919

#### **Task Order COR**

Giezelle Bennett  
(404) 562-8824

#### **Contracting Officer**

Deborah Hoover  
(404) 562-8373

**RAC II  
STATEMENT OF WORK  
FOR  
REMEDIAL DESIGN**

**Peach Orchard Road Site, Richmond County, Georgia**

August 18, 2009

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**RAC II  
STATEMENT OF WORK  
FOR  
REMEDIAL DESIGN  
Peach Orchard Road Site, Richmond County, Georgia  
August 18, 2009**

**Contract No: EP-S4-09-02  
Task Order No: 007-RDRD-A48P**

**Introduction**

**PURPOSE**

The purpose of this task order is to prepare a remedial design (RD) of the selected remedy as defined in the record of decision (ROD) issued on September 27, 2007. The ROD, issued on September 27, 2007 defines the selected remedy. This statement of work (SOW) sets forth the framework and requirements for conducting the RD activities at the Peach Orchard Site. The RD is generally defined as those activities to be undertaken by the contractor to develop the final plans and specifications, general provisions, and special requirements necessary to translate the ROD into the remedy to be constructed under the remedial action (RA) phase. The RA is generally defined as the implementation phase of site remediation or construction of the remedy, including necessary operation and maintenance, performance monitoring, and special requirements. The RA is based on the RD to achieve the remediation goals specified in the ROD. The goal for completion of this task order is December 30, 2010.

**SITE DESCRIPTION**

The Peach Orchard Road PCE Site (Peach Orchard) is a groundwater plume that has impacted one of three Augusta Utilities Department well fields located in the southern part of Augusta, Georgia. The groundwater contamination was first detected in one of the City's wells in June, 1996, during routine sampling of municipal well water. The tetrachloroethene (PCE) groundwater plume was estimated to cover 350 acres of the 900 acre-well field. As a result of the contamination, the City permanently closed one well in October 1999, and took four additional wells off-line in May 2001. The Site is located within a developed area containing residential neighborhoods and commercial facilities. A group of nine active or former dry cleaners located along Peach Orchard Rd represented the most likely candidates to have had a PCE release. Results from the RI investigation detected volatile organic contaminants (VOCs) at four locations, which are K&D Cleaners, One-Hour Cleanerizing, former Palmer's Cleaner, and former Taylor's Dry Cleaning. The VOCs detected include PCE, trichloroethene (TCE), and dichloroethene (DCE).

The major components of the selected remedy include the following:

In-Situ Chemical Oxidation of the contaminated groundwater - Application of chemical amendments/reagents through injection into the subsurface soils and groundwater to facilitate degradation through chemical oxidation of PCE and other organic contaminants.

Installation of chemical amendment injection points (e.g., using direct push technology) or temporary wells strategically located within the source area aquifer material.

Installation of five new monitoring wells at strategic locations to supplement existing monitoring wells.

Periodic sampling and analysis of groundwater collected from existing municipal drinking water wells and monitoring wells.

Annual Monitored Natural Attenuation (MNA) studies to evaluate progress of natural attenuation of non-source area contaminated media.

Mandatory five-year reviews over the course of a 30-year period.

Institutional controls will be considered as and where appropriate.

## GENERAL REQUIREMENTS

This is a term-form task order that requires the contractor to complete the RD that supports the successful construction of a remedy that meets the objectives and performance criteria specified in the ROD issued on September 27, 2007. Conduct the RD in accordance with this SOW and consistently with the ROD issued on September 27, 2007, the *Remedial Design/Remedial Action (RD/RA) Handbook* (U.S. EPA Office of Solid Waste and Emergency Response (OSWER), 9355.0-04B, EPA 540/R-95/059, June 1995), and all other guidance used by EPA in conducting an RD (Attachment 3). Furnish all necessary and appropriate personnel, materials, and services needed for, or incidental to, performing and completing the remedial design in accordance SOW requirements.

In performing this task order, prepare a design package, plans, and specifications to:

Install chemical amendment injection points (e.g., using direct push technology) or temporary wells within the source area aquifer material to maximize the contact between amendment material and subsurface contaminants.

Apply chemical amendments/reagents through injection into the subsurface soils and groundwater to facilitate degradation through chemical reduction of PCE and other organic contaminants. It is assumed that the technology will require three application mobilizations to effectively treat the site contamination.

This SOW and accompanying work breakdown structure (WBS) (Attachment 2) is provided as a format for the contractor to structure its proposed approach and cost estimate. Use the WBS in cost estimate preparation, and technical and cost tracking and reporting under this task order.

In conducting the task order, EPA expects the contractor to propose and implement the most appropriate and cost-effective procedures and methodologies using accepted engineering practices and controls. Throughout the performance of this task order, EPA expects the contractor to be responsible for performing services and providing products at the lowest reasonable cost. If the contractor fails to meet the requirements within the negotiated costs, the government may elect to provide the contractor with additional funds to complete the task order without providing any additional fee. If there are changes to the SOW by the government, the government will issue a formal amendment to the SOW and negotiate the cost of the amendment with the contractor to form a new cost estimate.

A summary of the potential major deliverables and proposed schedule for submittals is in Attachment 1. This summary and schedule can be used as the basis for the contractor's proposed deliverables and schedules included in the work plan. Submit the major deliverables using the Transmittal of Documents for Acceptance by EPA Form (Attachment 4). The EPA Task Order Manager (TOM) will track deliverables submitted by the contractor using the Transmittal Register (Attachment 5).

Communicate at least weekly with the TOM, either in face-to-face meetings or through conference calls. Document all decisions that are made in meetings and conversations with EPA. This documentation should be submitted to the TOM within five (5) working days of the meeting or conversation.

EPA will provide oversight of contractor activities throughout the RD. EPA review and approval of deliverables is a tool to assist this process and to satisfy, in part, EPA's responsibility to provide effective protection of public health, welfare, and the environment. EPA will review deliverables to assess the likelihood that the RD will achieve its remediation goals and that its performance and operations requirements have been correctly identified. Acceptance of plans and specifications by EPA does not relieve the contractor from responsibility for the adequacy of the design or its professional responsibilities.

## RECORD KEEPING REQUIREMENTS

Maintain all technical and financial records for the RD in accordance with the contract. At the completion of the task order, submit an official record of the RD in both compact disk and a hardcopy to the TOM. Provide the deliverables using electronic media.

## US EPA PRIMARY CONTACT

The primary contact for this task order is Giezelle Bennett. She can be reached at (404)562-8824, via facsimile at (404) 562-8778, or via e-mail at [bennett.giezelle@epa.gov](mailto:bennett.giezelle@epa.gov). Her mailing address is US EPA Region 4, 61 Forsyth St, Atlanta, GA 30303. The secondary contact is Richard Campbell. He can be reached at (404)562-8825, via facsimile (404)562-8778, or via e-mail at [campbell.richard@epa.gov](mailto:campbell.richard@epa.gov). His mailing address is US EPA Region 4, 61 Forsyth St, Atlanta, GA 30303.

## TASK ORDER COMPLETION DATE AND PROJECT CLOSEOUT

The goal is to complete this task order by December 30, 2010. At the completion of the task order, perform all necessary project closeout activities as specified in the contract. These activities include closing out any subcontracts, indexing and consolidating project records and files as required above, and providing a technical and financial closeout report to EPA.

## RD Work Planning

### WORK PLAN

WBS: 1.1

Prepare and submit a RD work plan that includes a detailed description of implementation activities, performance monitoring, and overall management strategy, including optimization, for the RD. Typical activities involved in preparing the work plan include, but are not limited to, the following:

- Contacting the TOM within five (5) calendar days after receipt of the task order to schedule the scoping meeting to be held at the U.S. EPA Region 4 Office in Atlanta, GA.
- Conducting a site visit with the TOM during the RD planning phase to assist in developing an understanding of the site and any logistics.
- Preparing and submitting a final RD work plan within 20 business days after the scoping meeting and/or site visit. The work plan shall include a detailed description of the technical approach for the RD activities in accordance with the ROD. Specify the necessary procedures, inspections, deliverables, and schedules. Include a comprehensive implementation management schedule for completion of each major activity and submittal.
- Preparing the estimated cost to complete the task order, including subcontractor costs, for each element of the SOW; providing a breakdown of the cost by task and subtask levels, in accordance with the contract work breakdown structure (WBS). Ensuring design cost does not exceed the 6 percent design limitation cost of construction.
- Negotiating and preparing a revised work plan, if the contractor fails to meet the Region's minimum standards. Note that EPA does not anticipate a need to re-negotiate with the contractor nor to require the contractor to revise the work plan.
- Providing conflict of interest disclosure.

### SITE-SPECIFIC PLANS

WBS: 1.2

Review all existing site-specific plans and prepare, update, and/or maintain plans, as necessary, for RD implementation. Incorporate the plans and procedures received from any subcontractor(s) into the overall site plans. Should the contractor fail to meet the required standards in accordance with the appropriate legal, regulatory, and EPA guidance, prepare revised site-specific plans. Typical plans include, but are not limited to, the following:

- Site Management Plan.
- Sampling and Analysis Plan (SAP) in accordance with 40 CFR 300.415(b)(4)(ii).

- Contingency Plan.
- Site-specific Health and Safety Plan (HSP) that specifies employee training, protective equipment, medical surveillance requirements, standard operating procedures, and a contingency plan in accordance with 29 CFR 1910.120(l)(1) and (l)(2).

## **Project Management and Reporting**

### **PROJECT MANAGEMENT**

**WBS: 1.4**

Perform activities required to effectively manage the task order. These activities typically include, but are not limited to, the following:

- Monitoring costs and progress.
- Preparing and submitting monthly progress reports that document monthly and cumulative cost, performance status, and technical progress.
- Preparing and submitting monthly invoices in accordance with the level of detail as specified in the contract.
- Managing, tracking, and reporting status of site-specific equipment.
- Participating in meetings and preparing and submitting meeting summaries.
- Accommodating any external audit or review mechanism that EPA requires.
- Evaluating existing data, including usability, when directed by EPA.
- Coordinating with local and emergency response teams.
- Reviewing background documents as directed by EPA.
- Attending EPA-held training.

### **PROJECT INITIATION**

**WBS: 1.5**

Perform project initiation and support that will lead to the design of a remedy that eliminates, reduces, or controls risks to human health and the environment. Typical activities include, but are not limited to, the following:

- Developing an EPA-approved laboratory quality assurance program that provides oversight of in-house and subcontracted laboratories through periodic performance evaluation sample analyses and/or on-site audits of operations and has a system of corrective actions to be used in cases where performance does not meet the standards of the program.
- Developing/reviewing qualifications of the laboratory for the given analytical requirements.
- Procuring, managing, and providing oversight of pool and team subcontracts for analytical services.

## **Preliminary Design Package**

### **FIELD INVESTIGATION/DATA ACQUISITION (FI)**

**WBS: 3**

Acquire additional data to support remedial activities. The results of this effort as well as previous studies shall be used to define contaminant levels, other physical/chemical properties, and volume. Typical activities include, but are not limited to, the following:

- Environmental survey.
- Mobilization/demobilization.
- Test boring and monitoring well installation and development.
- Soil boring, drilling, and testing.
- Environmental sampling.
  - Groundwater sampling
  - Surface soil sampling
  - Soil boring/permeability sampling
  - Surface water and sediment sampling
- Physical/chemical testing (for treatment, handling or disposal).
- Field generated waste characterization and disposal in accordance with local, State and Federal regulations

### **DATA EVALUATION (DE)**

**WBS: 6**

Compile analytical and field data. Provide data in format that is compatible with Regional or National electronic data management network. Typical activities include, but are not limited to, the following:

- Data usability evaluation and field quality assurance/quality control (QA/QC).
- Data Reduction and Tabulation.
- Data trend evaluation and/or modeling and submission of Technical Memorandum.

### **TREATABILITY STUDY/PILOT TESTING (TT)**

**WBS: 7**

Conduct laboratory screening, bench-scale and pilot-scale treatability studies to determine the suitability of remedial technologies or alternatives to site conditions and problems. Typical activities include, but are not limited to, the following:

- Providing test facility and equipment.
- Testing and operating equipment.
- Retrieving sample for testing.
- Preparing Technical Memorandum.
- Characterizing and disposing of residuals in accordance with local, State, and Federal regulations.

### **PRELIMINARY DESIGN (PD)**

**WBS: 8**

Prepare the preliminary design. Typical components include, but are not limited to, the following:

- Recommended project delivery strategy and scheduling, including project acceleration strategies.

- Preliminary construction schedule.
- Outline of General Specifications.
- Preliminary drawings.
- Design Criteria Report.
- Basis of Design Report.
- Preliminary RA and O&M cost estimates (+50 percent and -30 percent accuracy) prepared through the use of M-CACES Gold Cost Engineering System for Remedial Action.
- Technical Support to EPA/State/U.S. Army Corps of Engineers (USACE) in Land Acquisition.
- Results of Value Engineering (VE) screening.

#### **INTERMEDIATE DESIGN (ID)**

**WBS: 10**

Prepare the intermediate design. Typical components include, but are not limited to, the following:

- Updated RA schedule.
- Intermediate specifications.
- Intermediate drawings.
- Intermediate Design Criteria Report.
- Intermediate Basis of Design Report.
- Revised RA and O&M cost estimates (+30 percent and -15 percent accuracy for simple projects and +40 and -20 percent for complex projects) prepared through the use of M-CACES Gold Cost Engineering System for Remedial Action.
- An intermediate design review/briefing for EPA.
- Results of Value Engineering (VE) study if VE screening identified potential project savings.

#### **Pre-Final Design Package**

##### **PRE-FINAL/FINAL DESIGN (FD)**

**WBS: 11**

Prepare the Pre-final/Final Design. Typical components include, but are not limited to, the following:

- Subcontract award document.
- Pre-final/Final Design Specifications.
- Pre-final/Final Drawings and Schematics.
- Pre-final/Final Design Criteria Report.
- Pre-final/Final Basis of Design Report.



- Pre-final/Final Construction Quality Assurance Plan.
- Draft O&M Manual.
- Relevant Appendices.
- Complete RA Solicitation Package.
- Pre-final/Final Revised RA and O&M cost estimates (+15 percent and -5 percent accuracy) prepared through the use of M-CACES Gold Cost Engineering System for Remedial Action.
- A pre-final/final design review/briefing for EPA.
- Biddability (offerability), operability, constructability, claims prevention, and environmental compliance reviews.
- Revised Project Delivery Strategy.
- 100% design submittal, which shall include the final plans and specifications in reproducible format, final cost estimate, and a schedule of the overall Remedial Action.

#### REUSE PLANNING (RV)

WBS: 12

Assist in the review and evaluation of reuse plans and redevelopment plans submitted to ensure long-term protectiveness of the RD and remedy.

### Final Design Package

#### POST REMEDIAL DESIGN SUPPORT (DS)

WBS: 13

Solicit the procurement, evaluate offers received, and inform the EPA Contracting Officer of the best qualified/cost effective offer. (Award of the contract will be part of Remedial Action Task order.) Specific activities include, but are not limited to, the following:

- Pre-bid (Pre-Solicitation) Activities.
  - Duplication and distribution of contract documents
  - Advertising/soliciting of bids
  - Issuing addenda
  - Pre-bid (pre-solicitation) meetings
  - Resolution of bidder (offeror) inquiries
  - On-site visits
  - Compilation of contract documents
  - Resolicit bids/offers and repackage documents if necessary
- Pre-award Activities.
  - Receipt of bids (offers)
  - Determination of responsive, responsible bidders (offerors)
  - Bid (offer) tabulation
  - Bid (offer) analysis
  - Receipt of follow-up items from lowest responsible bidder (offeror)
  - Review of EEO, MBE requirements, SDB subcontracting plans, etc.
  - Reference checks
  - Request for consent from EPA

Before remedial action field activities begin, update or write, if necessary, site-specific plans. The existing plans developed for the RD, amended at the direction of the EPA TOM, shall be used if appropriate. Plans that establish procedures to be followed by the contractor in performing field, laboratory and analysis work in

addition to community and agency liaison activities may be reviewed by the RD contractor. Typical plans reviewed include, but are not limited to, the following:

- Site Management Plan.
- Sampling and Analysis Plan (SAP).
- Health and Safety Plan (HASP).
- Construction Quality Assurance Plan.
- Contingency Plan.

#### **TASK ORDER CLOSEOUT (CO)**

**WBS: 14**

Perform the necessary activities to close out the task order in accordance with contract requirements. Typical activities include but are not limited to, the following:

- Packaging and returning documents to the government.
- Duplicating/distribution/storage of files.
- Archiving files in accordance with Federal Record Center requirements.
- Preparing microfiche/microfilm/optical disk or other EPA-approved data storage technology.
- Preparing the closeout report in accordance with Regional guidance or other procedures as specified in the task order. If the final hours/budget is greater than +/- 10% of the original approved task order hours/budget, the Task Order Closeout Report (TOCR) must describe the circumstances that explain why this occurred.

**Attachment 1 - Summary of Major Submittals for the Remedial Design at Peach Orchard Site**

<b>DELIVERABLE</b>	<b>NO. OF COPIES</b>	<b>DUE DATE (calendar days)</b>	<b>EPA REVIEW PERIOD</b>
Remedial Design Work Plan	3	20 business days after scoping meeting and/or site visit	[30] days after receipt
Site Management Plan (SMP)	3	[21] days after approval of RD work plan	[30] days after receipt
Quality Assurance Project Plan (QAPP)	3	[21] days after TO initiation	[30] days after receipt
Field Sampling Plan (FSP)	3	[21] days after TO initiation	[30] days after receipt
Health and Safety Plan (HASP)	3	[21] days after TO initiation	[30] days after receipt
Preliminary Design	3	[21] days after RD work plan approved	[30] days after receipt
Intermediate Design	3	[21] days after preliminary design approved	[30] days after receipt of int. plans & specs
Prefinal Design Package	3	[21] days after intermediate design approved	[30] days after receipt of plans & specs
Final Design Package	3	[21] days after prefinal design comments received	NA
Remedial Action Contract Documents	3	[21] days after final design approved	21 days after receipt of RA documents

## **Attachment 2 - Work Breakdown Structure (WBS) for Remedial Design (RD)**

### **Task 1 Project Planning and Support**

(PP)

- 1.1 Project planning.
  - 1.1.1 Attend scoping meeting.
  - 1.1.2 Conduct site visit.
  - 1.1.3 Develop Work Plan and cost estimate
  - 1.1.4 Negotiate Work Plan and Cost Estimate.
  - 1.1.5 Provide conflict of interest disclosure.
- 1.2 Prepare, review, and revise the site-specific plans required to implement the RD at the site.
  - 1.2.1 Site Management Plan (SMP).
  - 1.2.2 Contingency Plan.
  - 1.2.3 Prepare a Sampling and Analysis Plan (SAP).
  - 1.2.4 Prepare a site-specific Health and Safety Plan (HSP) that specifies employee training, protective equipment, medical surveillance requirements, standard operating procedures, and a contingency plan in accordance with 29 CFR 1910.120(l)(1) and (l)(2). NOTE: The RI/FS HSP may be modified for use if appropriate.
- 1.4 Project management.
  - 1.4.1 Monitor costs and prepare periodic status reports.
  - 1.4.2 Participate in meetings/communicate routinely/prepare meeting notes.
  - 1.4.3 Manage, track, and report status of site-specific equipment.
  - 1.4.4 Accommodate any external audit or review mechanism that EPA shall require.
  - 1.4.5 Evaluate existing data, including usability, when directed by EPA.
  - 1.4.6 Coordinate with local and emergency response teams.
  - 1.4.7 Review background documents as directed by EPA.
  - 1.4.8 Attend EPA-held training.
- 1.5 Project initiation and support.
  - 1.5.1 Develop an EPA-approved laboratory quality assurance program.
  - 1.5.2 Develop/review qualifications of the laboratory for the given analytical requirements.
  - 1.5.3 Procure, manage, and provide oversight of subcontracts for analytical services.

### **Task 3 Field Investigation/Data Acquisition**

(FI)

- 3.1 Environmental survey.
- 3.2 Mobilization/demobilization.
- 3.3 Test boring and monitoring well installation and development.
- 3.4 Soil boring, drilling, and testing.
- 3.5 Environmental sampling.
- 3.6 Physical/chemical testing (for treatment, handling or disposal).
- 3.7 Field-generated waste characterization and disposal in accordance with local, state and federal regulations.

### **Task 6 Data Evaluation**

(DE)

- 6.1 Combine analytical and field data, providing data in a format that is compatible with Regional or national electronic data management network.
  - 6.1.1 Data usability evaluation and field quality assurance/quality control (QA/QC).
  - 6.1.2 Data reduction and tabulation.

### **Task 7 Treatability Study/Pilot Testing**

(TT)

- 7.1 Provide test facility and equipment.
- 7.2 Test and operate equipment.
- 7.3 Retrieve sample for testing.
- 7.4 Prepare Technical Memorandum.
- 7.5 Characterize and dispose of residuals in accordance with Local, State and Federal Regulations.

**Task 8 Preliminary Design (PD)**

- 8.1 Prepare preliminary design.
  - 8.1.1 Recommended project delivery strategy and scheduling, including project acceleration strategies.
  - 8.1.2 Preliminary construction schedule.
  - 8.1.3 Outline of General Specifications.
  - 8.1.4 Preliminary drawings.
  - 8.1.5 Design Criteria Report.
  - 8.1.6 Basis of design report.
  - 8.1.7 Preliminary RA and O&M cost estimates.
  - 8.1.8 Technical Support to EPA/State/USACE in Land Acquisition.
  - 8.1.9 Results of Value Engineering (VE) screening.
  - 8.1.10 Data trend evaluation and/or modeling and submission of Technical Memorandum.

**Task 10 Intermediate Design (ID)**

- 10.1 Prepare intermediate design.
  - 10.1.1 Updated RA schedule.
  - 10.1.2 Intermediate specifications.
  - 10.1.3 Intermediate drawings.
  - 10.1.4 Intermediate Design Criteria Report.
  - 10.1.5 Intermediate Basis of design report.
  - 10.1.6 Revised RA and O&M cost estimates.
  - 10.1.7 An intermediate design review/briefing for EPA.
  - 10.1.8 Results of Value Engineering (VE) study if VE screening identified potential project savings.

**Task 11 Pre-Final/Final Design (FD)**

- 11.1 Subcontract award document.
- 11.2 Pre-final/final design specifications.
- 11.3 Pre-final/final drawings and schematics.
- 11.4 Pre-final/final Design Criteria Report.
- 11.5 Pre-final/final Basis of design report.
- 11.6 Pre-final/final Construction Quality Assurance Plan.
- 11.7 Draft O&M Manual.
- 11.8 Relevant Appendices.
- 11.9 Complete RA Solicitation Package.
- 11.10 Pre-final/final Revised RA and O&M cost estimates (+15 percent and -5 percent accuracy) prepared through the use of M-CACES Gold Cost Engineering System for Remedial Action.
- 11.11 A pre-final/final design review/briefing for EPA.
- 11.12 Biddability (offerability), operability, constructability, claims prevention, and environmental compliance reviews.
- 11.13 Revised Project Delivery Strategy.
- 11.14 100% design submittal.

**Task 12 Reuse Planning (RV)**

- 12.1 Provide technical support in review and evaluation of reuse plans and redevelopment plans submitted to ensure long-term protectiveness of the remedy.

**Task 13 Post Remedial Design Support (DS)**

- 13.1 Pre-bid (pre-solicitation) activities.
  - 13.1.1 Duplication and distribution of contract documents.
  - 13.1.2 Advertising/soliciting of bids.
  - 13.1.3 Issuing addenda.
  - 13.1.4 Pre-bid (pre-solicitation) meetings.
  - 13.1.5 Resolution of bidder (offeror) inquiries.
  - 13.1.6 On-site visits.
  - 13.1.7 Compilation of contract documents.
  - 13.1.8 Resolicit bids/offers and repackage documents if necessary.

- 13.2 Pre-award activities.
  - 13.2.1 Receipt of bids (offers).
  - 13.2.2 Determination of responsive, responsible bidders (offerors).
  - 13.2.3 Bid (offer) tabulation.
  - 13.2.4 Bid (offer) analysis.
  - 13.2.5 Receipt of follow-up items from lowest responsible bidder (offeror).
  - 13.2.6 Review of EEO, MBE requirements, SDB subcontracting plans, etc.
  - 13.2.7 Reference checks.
  - 13.2.8 Request for consent from EPA.
- 13.4 Update site-specific plans.
  - 13.4.1 Modify Site Management Plan (if necessary).
  - 13.4.2 Modify Sampling and Analysis Plan (if necessary).
  - 13.4.3 Modify Health and Safety Plan (if necessary).
  - 13.4.4 Prepare Construction Quality Assurance Plan.

**Task 14 Task order Closeout**

(CO)

- 14.1 Package and return documents to the government.
- 14.2 Duplicate, distribute, and store files.
- 14.3 Archive files in accordance with Federal Record Center requirements.
- 14.4 Produce microfiche/microfilm/optical disk or other EPA-approved storage format.
- 14.5 Prepare the Task order Closeout Report (TOCR).

### Attachment 3 - Regulations and Guidance Documents

The following list, although not comprehensive, consists of many of the regulations and guidance documents that apply to the RD process:

1. CERCLA Compliance with Other Laws Manual, Two Volumes, U.S. EPA, Office of Emergency and Remedial Response, August 1988 (DRAFT), OSWER Directive No. 9234.1-01 and -02.
  2. Community Relations in Superfund - A Handbook, U.S. EPA, Office of Emergency and Remedial Response, January 1992, OSWER Directive No. 9230.0-3C.
  3. The Data Quality Objectives Process for Superfund: Interim Final Guidance, U.S. EPA, EPA/540/R-93/071, September 1993.
  4. Federal Acquisition Regulation, Washington, DC: U.S. Government Printing Office (revised periodically).
  5. Guidance on Expediting Remedial Design and Remedial Actions, EPA/540/G-90/006, August 1990.
  6. Guidance on Remedial Actions for Contaminated Ground Water at Superfund Sites, U.S. EPA Office of Emergency and Remedial Response (DRAFT), OSWER Directive No. 9283.1-2.
  7. Guide to Management of Investigation-Derived Wastes, U.S. EPA, Office of Solid Waste and Emergency Response, Publication 9345.3-03FS, January 1992.
  8. Interim Guidance on Compliance with Applicable of Relevant and Appropriate Requirements, U.S. EPA, Office of Emergency and Remedial Response, July 9, 1987, OSWER Directive No. 9234.0-05.
  9. National Oil and Hazardous Substances Pollution Contingency Plan; Final Rule, Federal Register 40 CFR Part 300, March 8, 1990.
  10. Permits and Permit Equivalency Processes for CERCLA On-Site Response Actions, February 19, 1992, OSWER Directive 9355.7-03.
  11. Procedures for Completion and Deletion of NPL Sites, U.S. EPA, Office of Emergency and Remedial Response, April 1989, OSWER Directive No. 9320.2-3A.
  12. Quality in the Constructed Project: A Guideline for Owners, Designers and Constructors, Volume 1, Preliminary Edition for Trial Use and Comment, American Society of Civil Engineers, May 1988.
  13. *Remedial Design/Remedial Action (RD/RA) Handbook*, U.S. EPA, Office of Solid Waste and Emergency Response (OSWER), 9355.0-04B, EPA 540/R-95/059, June 1995.
  14. Scoping the Remedial Design (Fact Sheet), February 1995, OSWER Publ. 9355-5-21 FS.
  15. Standards for the Construction Industry, Code of Federal Regulations, Title 29, Part 1926, Occupational Health and Safety Administration.
  16. Standards for General Industry, Code of Federal Regulations, Title 29, Part 1910, Occupational Health and Safety Administration.
  17. Superfund Guidance on EPA Oversight of Remedial Designs and Remedial Actions Performed by Potentially Responsible Parties, April 1990, EPA/540/G-90/001.
  18. Superfund Response Action Contracts (Fact Sheet), May 1993, OSWER Publ. 9242.2-08FS.
  19. Treatability Studies Under CERCLA, Final. U.S. EPA, Office of Solid Waste and Emergency Response, EPA/540/R-92/071a, October 1992.
  20. Value Engineering (Fact Sheet), U.S. EPA, Office of Solid Waste and Emergency Response, Publication 9355.5-03FS, May 1990.
-

## Attachment 4 - Transmittal Of Documents For Acceptance By EPA


TRANSMITTAL OF DOCUMENTS FOR ACCEPTANCE BY EPA		DATE:	TRANSMITTAL NO.
TO:		FROM:	G New Transmittal G Re-submittal of Transmittal No. _____
SUBTASK NO.	DELIVERABLE	NO. OF COPIES	REMARKS
ACCEPTANCE ACTION			
DOCUMENTS FOUND ACCEPTABLE (LIST BY SUBTASK NO.)		NAME/TITLE/SIGNATURE OF REVIEWER  DATE	



## Attachment 5 - Transmittal Register

[illegible]



ORDER FOR SUPPLIES OR SERVICES						PAGE    OF    PAGES	
IMPORTANT: Mark all packages and papers with contract and/or order numbers.							
1. DATE OF ORDER 08/18/09		2. CONTRACT NO. (If any) EP-S4-09-02		6. SHIP TO:			
3. ORDER NO. 0008		4. REQUISITION/REFERENCE NO. PR-R4-09-10327		a. NAME OF CONSIGNEE CHARLES E. SWAN, TOPO			
5. ISSUING OFFICE (Address correspondence to) U.S. EPA Region 4				b. STREET ADDRESS 61 FORSYTH STREET, SW			
				c. CITY ATLANTA	d. STATE GA	e. ZIP CODE 30303	
7. TO:				f. SHIP VIA			
a. NAME OF CONTRACTOR BLACK & VEATCH SPECIAL PROJECTS CORP.				8. TYPE OF ORDER			
b. COMPANY NAME				<input type="checkbox"/> a. PURCHASE REFERENCE YOUR:			
c. STREET ADDRESS 6601 COLLEGE BOULEVARD				<input checked="" type="checkbox"/> b. TASK -- Except for billing instructions on the reverse, this task order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.			
d. CITY Overland Park		e. STATE KS	f. ZIP CODE 66211	Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet. If any, including delivery as indicated.			
9. ACCOUNTING AND APPROPRIATION DATA See Attached				10. REQUISITIONING OFFICE Same as Block 6			
11. BUSINESS CLASSIFICATION (Check appropriate box(es))							
<input type="checkbox"/> a. SMALL <input checked="" type="checkbox"/> b. OTHER THAN SMALL <input type="checkbox"/> c. DISADVANTAGED <input type="checkbox"/> d. WOMEN OWNED							
12. F.O.B. POINT Same as Block 6		14. GOVERNMENT B/L NO.		15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date) 09/30/10		16. DISCOUNT TERMS N/A	
13. PLACE OF							
a. INSPECTION Same as Block 6		b. ACCEPTANCE Same as Block 6					
17. SCHEDULE (See reverse for Rejections)							
ITEM NO. (a)	SUPPLIES OR SERVICES (b)		QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	See Attached						
18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.			
21. MAIL INVOICE TO:						17(h). TOT. (Cont. pages)	
a. NAME U.S. Environmental Protection Agency							
b. STREET ADDRESS (or P.O. Box) RTP-Finance Center (D143-02) 109 T.W. Alexander Drive							
c. CITY Durham		d. STATE NC	e. ZIP CODE 27711			\$20,000.00	17(i). GRAND TOTAL
22. UNITED STATES OF AMERICA BY (Signature) 				23. NAME (Typed) DEBORAH K. HOOVER			
				TITLE: CONTRACTING/ORDERING OFFICER			

# Sonford Products OU1, Remedial Design, 008-RDRD-04J5

Contract: EP-S4-09-02, Task Order: 0008

Lead PR Number: PR-R4-09-10327

## Summary Information

Title: Sonford Products OU1, Remedial Design,  
008-RDRD-04J5  
Period of Performance: From: 08/18/09  
To: 09/30/10  
Award Date: 08/18/09  
Total Funding: \$20,000.00

## Accounting/Appropriation Data

POP	DCN	BFYS	Appr.#	Org	Program Element	Site/ Project	Cost Org	Obj Class	Amount	P / C
Base	DT9103	09	T	4AD0P	302DD2C	04J5RD01	C001	2505	\$20,000.00	P

## Funding Breakout

Acct.Info	Funding Category	Amount
FY2009 - DT9103	Cost Ceiling	\$20,000.00
Total:		\$20,000.00

## Procurement Management Roles

### TASK ORDER PROJECT OFFICER:

U.S. E.P.A.  
Attn: CHARLES E. SWAN  
61 FORSYTH STREET, SW  
ATLANTA, GA 30303

Mail Code:  
Phone Number: 404-562-8848  
Fax Number:  
E-Mail Address: swan.charles@epa.gov

### ALTERNATE TASK ORDER PROJECT OFFICER:

U.S. E.P.A.  
Attn: MEREDITH CLARK  
61 FORSYTH STREET, SW  
ATLANTA, GA 30303

Mail Code:  
Phone Number: 404-562-8919  
Fax Number:  
E-Mail Address: clark.meredith@epa.gov

## Attachments

Attachment Name

Task Order Provisions

## Task Order Totals

Category	POP	Amount
Cost Ceiling	Base Pd.	\$20,000.00

## **Task Order Provisions**

Contract: EP-S4-09-02, Task Order: 0008

Lead PR Number: PR-R4-09-10327

### **Background**

This action initiates a new Remedial Design (RD) task order for the Sonford Products OUI Superfund Site (008-RDRD-04J5) in accordance with the attached statement of work and the terms and conditions of Clause G.8., Ordering Methods, of the basic contract.

### **Task Order Funding Ceiling**

An initial task order funding ceiling of \$20,000.00 is hereby established for a site visit, scoping meeting and the development of the RD task order work plan under Task 1 (Project Planning). The contractor shall acknowledge receipt of this task order within five (5) calendar days and shall prepare and forward to the Contracting Officer within twenty (20) business days after the scoping meeting and/or site visit, a written RD task order work plan proposal.

### **Task Order Incremental Funding**

The amount of task order funding currently available for Task 1 (Project Planning) is \$20,000.00. The contractor shall not make expenditures or incur obligations under this task order in excess of the funding ceiling price of \$20,000.00, except at the contractor's own risk.

When the contractor has reason to believe that the costs for this task order, which will accrue in the next thirty (30) days, will bring the total cost of this task order over seventy five (75) percent of the available funding specified in the task order, the contractor shall notify the Contracting Officer. Additional funding as needed shall be provided incrementally through a task order modification to fund the contractor's task order proposal.

### **EPA Contacts:**

#### **Task Order Project Officer**

Charles Swan  
(404) 562-8848

#### **Task Order Alternative Project Officer**

Meredith Clark  
(404) 562-8919

#### **Task Order COR**

Keriema Newman  
(404) 562-8859

#### **Contracting Officer**

Deborah Hoover  
(404) 562-8373

**RAC II  
STATEMENT OF WORK  
FOR  
REMEDIAL DESIGN (RD)**

Sonford Products, Rankin County, Mississippi

8/18/09

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**RAC II**  
**STATEMENT OF WORK**  
**FOR**  
**SONFORD PRODUCTS OUI**  
**REMEDIAL DESIGN (RD)**  
Sonford Products OUI, Rankin County, Mississippi  
August 18, 2009

**Contract No: EP-S4-09-02**  
**Task Order No: 008-RDRD-04J5**

**Introduction**

**PURPOSE**

The purpose of this task order is to prepare a remedial design (RD) of the selected remedy as defined in the record of decision (ROD) issued on September 30, 2009. The ROD, issued on September 30, 2009, defines the selected remedy. This statement of work (SOW) sets forth the framework and requirements for conducting the RD activities at Sonford Products OUI. The RD is generally defined as those activities to be undertaken by the contractor to develop the final plans and specifications, general provisions, and special requirements necessary to translate the ROD into the remedy to be constructed under the remedial action (RA) phase. The RA is generally defined as the implementation phase of site remediation or construction of the remedy, including necessary operation and maintenance, performance monitoring, and special requirements. The RA is based on the RD to achieve the remediation goals specified in the ROD. The goal for completion of this task order is September 30, 2010.

**SITE DESCRIPTION**

From 1972 to 1985, the Site housed two separate chemical processing plants operated by Sonford International and Sonford Products located at 3506 Payne Drive in Flowood, Mississippi. The operations of both companies involved turning solid pentachlorophenol (PCP) blocks into liquid formulations. Sonford International operated at the site from 1972 to 1980 and produced a water-soluble product, (sodium pentachlorophenate) used for the short-term protection of wood products from mildew. Sonford Products operated at the Site from 1980 to March 1985. Sonford Products produced an oil-soluble PCP product used for the long-term protection of wood products. In addition to the PCP product, Sonford Products also produced products for the control of pests and products to control the growth of mold and sap stains in freshly cut lumber. As a result of the former chemical processing operations, the soil, groundwater, surface water, and sediment at and closely surrounding the Site are contaminated.

The major components of the selected remedy include the following:

- Application of chemical oxidant-based product to onsite subsurface soil, residual NAPL/source area zones, and onsite groundwater. Contact between chemical oxidant and contaminated media would induce chemical degradation of COCs. Multiple oxidant injection will be repeated, if necessary.
- Treatment of offsite shallow groundwater (in-situ) using enhanced bioremediation technology. Amendment(s) injected into the contaminated groundwater zone would enhance the subsurface geochemistry to promote microbial growth and metabolism. Multiple injection applications will be repeated, as necessary.
- The existing monitoring well system can be supplemented (if necessary) with additional monitoring wells to ensure adequate coverage of contaminated groundwater plume.
- Onsite and offsite groundwater monitoring would provide feedback on the progress of contaminant mass/concentration reduction by the in-situ bioremediation process.
- Free-product may be extracted with dedicated extraction wells if free-product NAPL is present at sufficiently large volumes to allow collection.
- Implementation and monitoring of institutional controls will be included as a remedy component.

## GENERAL REQUIREMENTS

This is a term-form task order that requires the contractor to complete the RD that supports the successful construction of a remedy that meets the objectives and performance criteria specified in the ROD issued on September 30, 2009. Conduct the RD in accordance with this SOW and consistently with the ROD issued on September 30, 2009, the *Remedial Design/Remedial Action (RD/RA) Handbook* (U.S. EPA Office of Solid Waste and Emergency Response (OSWER), 9355.0-04B, EPA 540/R-95/059, June 1995), and all other guidance used by EPA in conducting an RD (Attachment 3). Furnish all necessary and appropriate personnel, materials, and services needed for, or incidental to, performing and completing the remedial design in accordance SOW requirements.

In performing this task order, prepare a design package, plans, and specifications to:

- Apply chemical oxidant-based product to onsite subsurface soil, residual NAPL/source area zones, and onsite groundwater. Contact between chemical oxidant and contaminated media would induce chemical degradation of COCs. Multiple oxidant injection will be repeated, if necessary.
- Treat offsite shallow groundwater (in-situ) using enhanced bioremediation technology. Amendment(s) injected into the contaminated groundwater zone would enhance the subsurface geochemistry to promote microbial growth and metabolism. Multiple injection applications will be repeated, as necessary.
- Install dedicated extraction wells if free-product NAPL is present at sufficiently large volumes to allow collection.

This SOW and accompanying work breakdown structure (WBS) (Attachment 2) is provided as a format for the contractor to structure its proposed approach and cost estimate. Use the WBS in cost estimate preparation, and technical and cost tracking and reporting under this task order.

In conducting the task order, EPA expects the contractor to propose and implement the most appropriate and cost-effective procedures and methodologies using accepted engineering practices and controls. Throughout the performance of this task order, EPA expects the contractor to be responsible for performing services and providing products at the lowest reasonable cost. If the contractor fails to meet the requirements within the negotiated costs, the government may elect to provide the contractor with additional funds to complete the task order without providing any additional fee. If there are changes to the SOW by the government, the government will issue a formal amendment to the SOW and negotiate the cost of the amendment with the contractor to form a new cost estimate.

A summary of the potential major deliverables and proposed schedule for submittals is in Attachment 1. This summary and schedule can be used as the basis for the contractor's proposed deliverables and schedules included in the work plan. Submit the major deliverables using the Transmittal of Documents for Acceptance by EPA Form. (Attachment 4). The EPA Task Order Manager (TOM) will track deliverables submitted by the contractor using the Transmittal Register (Attachment 5).

Communicate at least weekly with TOM, either in face-to-face meetings or through conference calls. Document all decisions that are made in meetings and conversations with EPA. This documentation should be submitted to the TOM within five (5) working days of the meeting or conversation.

EPA will provide oversight of contractor activities throughout the RD. EPA review and approval of deliverables is a tool to assist this process and to satisfy, in part, EPA's responsibility to provide effective protection of public health, welfare, and the environment. EPA will review deliverables to assess the likelihood that the RD will achieve its remediation goals and that its performance and operations requirements have been correctly identified. Acceptance of plans and specifications by EPA does not relieve the contractor from responsibility for the adequacy of the design or its professional responsibilities.

## RECORD KEEPING REQUIREMENTS

Maintain all technical and financial records for the RD in accordance with the contract. At the completion of the task order, submit an official record of the RD in both compact disk and a hardcopy to the TOM providing the deliverables using electronic media.



## US EPA PRIMARY CONTACT

The primary contact for this task order is Keriema Newman. She may be reached at (404) 562-8859, via facsimile at (404)562-8788, or via e-mail at [newman.keriema@epa.gov](mailto:newman.keriema@epa.gov). Her mailing address is US EPA Region 4, Superfund Division, SRSEB, Section B, Atlanta, GA 30303. The secondary contact is the TOM's Manager, Richard Campbell. He can be reached at (404)562-8256, via facsimile (404)562-8788, or via e-mail at [campbell.richard@epa.gov](mailto:campbell.richard@epa.gov). His mailing address is same as above.

## TASK ORDER COMPLETION DATE AND PROJECT CLOSEOUT

The goal is to complete this task order by September 30, 2010. At the completion of the task order, perform all necessary project closeout activities as specified in the contract. These activities include closing out any subcontracts, indexing and consolidating project records and files as required above, and providing a technical and financial closeout report to EPA.

## RD Work Planning

### WORK PLAN

WBS: 1.1

Prepare and submit a RD work plan that includes a detailed description of implementation activities, performance monitoring, and overall management strategy, including optimization, for the RD. Typical activities involved in preparing the work plan include, but are not limited to, the following:

Contacting the Task Order Manager (TOM) within five (5) calendar days after receipt of the task order to schedule the scoping meeting to be held at the U.S. EPA Region 4 Office in Atlanta, Georgia.

Preparing and submitting a final RD work plan within 20 business days after the scoping meeting and/or site visit. The work plan shall include a detailed description of the technical approach for the RD activities in accordance with the Record of Decision. Specify the necessary procedures, inspections, deliverables, and schedules. Include a comprehensive implementation management schedule for completion of each major activity and submittal.

Preparing the estimated cost to complete the task order, including subcontractor costs, for each element of the SOW; providing a breakdown of the cost by task and subtask levels, in accordance with the contract work breakdown structure (WBS). Ensuring design cost does not exceed the 6 percent design limitation cost of construction.

Negotiating and preparing a revised work plan, if the contractor fails to meet the Regions minimum standards. Note that EPA does not anticipate a need to re-negotiate with the contractor nor to require the contractor to revise the work plan.

Providing conflict of interest disclosure.

### SITE-SPECIFIC PLANS

WBS: 1.2

Review all existing site-specific plans and prepare, update, and/or maintain plans, as necessary, for RD implementation. Incorporate the plans and procedures received from any subcontractor(s) into the overall site plans. Should the contractor fail to meet the required standards in accordance with the appropriate legal, regulatory, and EPA guidance, then the contractor shall prepare revised site-specific plans. This shall include, but are not limited to, the following:

Site Management Plan.

Sampling and Analysis Plan (SAP) in accordance with 40 CFR 300.415(b)(4)(ii).

Contingency Plan.

Site-specific Health and Safety Plan (HSP) that specifies employee training, protective equipment, medical surveillance requirements, standard operating procedures, and a contingency plan in accordance with 29 CFR 1910.120(1)(1) and (1)(2). NOTE: The RI/FS HSP may be modified for use if appropriate.

## **Project Management and Reporting**

### **PROJECT MANAGEMENT**

WBS: 1.4

Perform activities required to effectively manage the task order. These activities typically include, but are not limited to, the following:

Monitoring costs and progress.

Preparing and submitting monthly progress reports that document monthly and cumulative cost, performance status, and technical progress.

Preparing and submitting monthly invoices in accordance with the level of detail as specified in the contract.

Managing, tracking, and reporting status of site-specific equipment.

Participating in meetings and preparing and submitting meeting summaries.

Accommodating any external audit or review mechanism that EPA requires.

Evaluating existing data, including usability, when directed by EPA.

Coordinating with local and emergency response teams.

Reviewing background documents as directed by EPA.

Attending EPA-held training.

### **PROJECT INITIATION**

WBS: 1.5

Perform project initiation and support that will lead to the design of a remedy that eliminates, reduces, or controls risks to human health and the environment. Typical activities include, but are not limited to, the following:

Developing an EPA-approved laboratory quality assurance program that provides oversight of in-house and subcontracted laboratories through periodic performance evaluation sample analyses and/or on-site audits of operations and has a system of corrective actions to be used in cases where performance does not meet the standards of the program.

Developing/reviewing qualifications of the laboratory for the given analytical requirements.

Procuring, managing, and providing oversight of pool and team subcontracts for analytical services.

## **Preliminary Design Package**

### **FIELD INVESTIGATION/DATA ACQUISITION (FI)**

WBS: 3

Acquire additional data to support remedial activities. The results of this effort as well as previous studies shall be used to define contaminant levels, other physical/chemical properties, and volume. Typical activities include, but are not limited to, the following:

Environmental survey.

Mobilization/demobilization.

Test boring and monitoring well installation and development.

Soil boring, drilling, and testing.

Environmental sampling.

- Groundwater sampling
- Surface soil sampling
- Soil boring/permeability sampling
- Surface water and sediment sampling
- Air monitoring
- Biota sampling

Physical/chemical testing (for treatment, handling or disposal).

Field generated waste characterization and disposal in accordance with local, State and Federal regulations

#### DATA EVALUATION (DE)

WBS: 6

Compile analytical and field data. Provide data in format that is compatible with Regional or National electronic data management network. Typical activities include, but are not limited to, the following:

Data usability evaluation and field quality assurance/quality control (QA/QC).

Data Reduction and Tabulation.

Data trend evaluation and/or modeling and submission of Technical Memorandum.

#### TREATABILITY STUDY/PILOT TESTING (TT)

WBS: 7

Conduct laboratory screening, bench-scale and pilot-scale treatability studies to determine the suitability of remedial technologies or alternatives to site conditions and problems. Typical activities include, but are not limited to, the following:

Providing test facility and equipment.

Testing and operating equipment.

Retrieving sample for testing.

Preparing Technical Memorandum.

Characterizing and disposing of residuals in accordance with local, State, and Federal regulations.

#### PRELIMINARY DESIGN (PD)

WBS: 8

Prepare the preliminary design. Typical components include, but are not limited to, the following:

Recommended project delivery strategy and scheduling, including project acceleration strategies.

Preliminary construction schedule.

Outline of General Specifications.

Preliminary drawings.

Design Criteria Report.

Basis of Design Report.

Preliminary RA and O&M cost estimates (+50 percent and -30 percent accuracy) prepared through the use of M-CACES Gold Cost Engineering System for Remedial Action.

Technical Support to EPA/State/U.S. Army Corps of Engineers (USACE) in Land Acquisition.

#### INTERMEDIATE DESIGN (ID)

WBS: 10

Prepare the intermediate design. Typical components include, but are not limited to, the following:

Updated RA schedule.

Intermediate specifications.

Intermediate drawings.

Intermediate Design Criteria Report.

Intermediate Basis of Design Report.

Revised RA and O&M cost estimates (+30 percent and -15 percent accuracy for simple projects and +40 and -20 percent for complex projects) prepared through the use of M-CACES Gold Cost Engineering System for Remedial Action.

An intermediate design review/briefing for EPA.

#### Pre-Final Design Package

#### PRE-FINAL/FINAL DESIGN (FD)

WBS: 11

Prepare the Pre-final/Final Design. Typical components include, but are not limited to, the following:

Subcontract award document.

Pre-final/Final Design Specifications.

Pre-final/Final Drawings and Schematics.

Pre-final/Final Design Criteria Report.

Pre-final/Final Basis of Design Report.

Pre-final/Final Construction Quality Assurance Plan.

Draft O&M Manual.

Relevant Appendices.

Complete RA Solicitation Package.

Pre-final/Final Revised RA and O&M cost estimates (+15 percent and -5 percent accuracy) prepared through the use of M-CACES Gold Cost Engineering System for Remedial Action.

A pre-final/final design review/briefing for EPA.

Biddability (offerability), operability, constructability, claims prevention, and environmental compliance reviews.

Revised Project Delivery Strategy.

100% design submittal, which shall include the final plans and specifications in reproducible format, final cost estimate, and a schedule of the overall Remedial Action.

#### REUSE PLANNING (RV)

WBS: 12

Assist in the review and evaluation of reuse plans and redevelopment plans submitted to ensure long-term protectiveness of the RD and remedy.

### **Final Design Package**

#### POST REMEDIAL DESIGN SUPPORT (DS)

WBS: 13

Solicit the procurement, evaluate offers received, and inform the EPA Contracting Officer of the best qualified/cost effective offer. (Award of the contract will be part of Task Order.) Specific activities include, but are not limited to, the following:

##### Pre-bid (Pre-Solicitation) Activities.

- Duplication and distribution of contract documents
- Advertising/soliciting of bids
- Issuing addenda
- Pre-bid (pre-solicitation) meetings
- Resolution of bidder (offeror) inquiries
- On-site visits
- Compilation of contract documents
- Resolicit bids/offers and repackage documents if necessary

##### Pre-award Activities.

- Receipt of bids (offers)
- Determination of responsive, responsible bidders (offerors)
- Bid (offer) tabulation
- Bid (offer) analysis
- Receipt of follow-up items from lowest responsible bidder (offeror)
- Review of EEO, MBE requirements, SDB subcontracting plans, etc.
- Reference checks
- Request for consent from EPA

Preparation of final design fact sheet.

Before remedial action field activities begin, update or write, if necessary, site-specific plans. The existing plans developed for the RD, amended at the direction of the EPA TOM, shall be used if appropriate. Plans that establish procedures to be followed by the contractor in performing field, laboratory and analysis work in addition to community and agency liaison activities, may be reviewed by the RD contractor. Typical plans reviewed include, but are not limited to, the following:

Site Management Plan.

Sampling and Analysis Plan (SAP).

Health and Safety Plan (HASP).

Construction Quality Assurance Plan.

Contingency Plan.

## TASK ORDER CLOSEOUT (CO)

WBS: 14

Perform the necessary activities to close out the task order in accordance with contract requirements. Typical activities include but are not limited to, the following:

Packaging and returning documents to the government.

Duplicating/distribution/storage of files.

Archiving files in accordance with Federal Record Center requirements.

Preparing microfiche/microfilm/optical disk or other EPA-approved data storage technology.

Preparing the closeout report in accordance with Regional guidance or other procedures as specified in the task order. If the final hours/budget is greater than +/- 10% of the original approved work plan/task order hours/budget, the Task Order Closeout Report (TOCR) must describe the circumstances that explain why this occurred.

**Attachment 1 - Summary of Major Submittals for the Remedial Design at Sonford Products OU1**

<b>DELIVERABLE</b>	<b>NO. OF COPIES</b>	<b>DUE DATE (calendar days)</b>	<b>EPA REVIEW PERIOD</b>
Remedial Design Work Plan	3	20 business days after scoping meeting and/or site visit	90 days after receipt
Site Management Plan (SMP)	3	45 days after approval of RD work plan	15 days after receipt
Quality Assurance Project Plan (QAPP)	3	90 days after TO initiation	15 days after receipt
Field Sampling Plan (FSP)	3	90 days after TO initiation	30 days after receipt
Health and Safety Plan (HASP)	3	90 days after TO initiation	10 days after receipt
Preliminary Design	3	80 days after RD work plan approved	60 days after receipt
Intermediate Design	3	90 days after preliminary design approved	15 days after receipt of int. plans & specs
Prefinal Design Package	3	15 days after intermediate design approved	20 days after receipt of plans & specs
Final Design Package	3	20 days after prefinal design comments received	NA
Remedial Action Contract Documents	3	15 days after final design approved	21 days after receipt of RA documents

## **Attachment 2 - Work Breakdown Structure (WBS) for Remedial Design (RD)**

### **Task 1 Project Planning and Support**

**(PP)**

- 1.1 Project planning.
  - 1.1.1 Attend scoping meeting.
  - 1.1.2 Conduct site visit.
  - 1.1.3 Develop Work Plan and cost estimate
  - 1.1.4 Negotiate Work Plan and Cost Estimate.
  - 1.1.5 Provide conflict of interest disclosure.
- 1.2 Prepare, review, and revise the site-specific plans required to implement the RD at the site.
  - 1.2.1 Site Management Plan (SMP).
  - 1.2.2 Contingency Plan.
  - 1.2.3 Prepare a Sampling and Analysis Plan (SAP).
  - 1.2.4 Prepare a site-specific Health and Safety Plan (HSP) that specifies employee training, protective equipment, medical surveillance requirements, standard operating procedures, and a contingency plan in accordance with 29 CFR 1910.120(I)(1) and (I)(2).
- 1.4 Project management.
  - 1.4.1 Monitor costs and prepare periodic status reports.
  - 1.4.2 Participate in meetings/communicate routinely/prepare meeting notes.
  - 1.4.3 Manage, track, and report status of site-specific equipment.
  - 1.4.4 Accommodate any external audit or review mechanism that EPA shall require.
  - 1.4.5 Evaluate existing data, including usability, when directed by EPA.
  - 1.4.6 Coordinate with local and emergency response teams.
  - 1.4.7 Review background documents as directed by EPA.
  - 1.4.8 Attend EPA-held training.
- 1.5 Project initiation and support.
  - 1.5.1 Develop an EPA-approved laboratory quality assurance program.
  - 1.5.2 Develop/review qualifications of the laboratory for the given analytical requirements.
  - 1.5.3 Procure, manage, and provide oversight of subcontracts for analytical services.

### **Task 3 Field Investigation/Data Acquisition**

**(FI)**

- 3.1 Environmental survey.
- 3.2 Mobilization/demobilization.
- 3.3 Test boring and monitoring well installation and development.
- 3.4 Soil boring, drilling, and testing.
- 3.5 Environmental sampling.
- 3.6 Physical/chemical testing (for treatment, handling or disposal).
- 3.7 Field-generated waste characterization and disposal in accordance with local, state and federal regulations.

### **Task 6 Data Evaluation**

**(DE)**

- 6.1 Combine analytical and field data, providing data in a format that is compatible with Regional or national electronic data management network.
  - 6.1.1 Data usability evaluation and field quality assurance/quality control (QA/QC).
  - 6.1.2 Data reduction and tabulation.

### **Task 7 Treatability Study/Pilot Testing**

**(TT)**

- 7.1 Provide test facility and equipment.
- 7.2 Test and operate equipment.
- 7.3 Retrieve sample for testing.
- 7.4 Prepare Technical Memorandum.
- 7.5 Characterize and dispose of residuals in accordance with Local, State and Federal Regulations.



**Task 8 Preliminary Design (PD)**

- 8.1 Prepare preliminary design.
  - 8.1.1 Recommended project delivery strategy and scheduling, including project acceleration strategies.
  - 8.1.2 Preliminary construction schedule.
  - 8.1.3 Outline of General Specifications.
  - 8.1.4 Preliminary drawings.
  - 8.1.5 Design Criteria Report.
  - 8.1.6 Basis of design report.
  - 8.1.7 Preliminary RA and O&M cost estimates.
  - 8.1.8 Technical Support to EPA/State/USACE in Land Acquisition.
  - 8.1.10 Data trend evaluation and/or modeling and submission of Technical Memorandum.

**Task 10 Intermediate Design (ID)**

- 10.1 Prepare intermediate design.
  - 10.1.1 Updated RA schedule.
  - 10.1.2 Intermediate specifications.
  - 10.1.3 Intermediate drawings.
  - 10.1.4 Intermediate Design Criteria Report.
  - 10.1.5 Intermediate Basis of design report.
  - 10.1.6 Revised RA and O&M cost estimates.
  - 10.1.7 An intermediate design review/briefing for EPA.

**Task 11 Pre-Final/Final Design (FD)**

- 11.1 Subcontract award document.
- 11.2 Pre-final/final design specifications.
- 11.3 Pre-final/final drawings and schematics.
- 11.4 Pre-final/final Design Criteria Report.
- 11.5 Pre-final/final Basis of design report.
- 11.6 Pre-final/final Construction Quality Assurance Plan.
- 11.7 Draft O&M Manual.
- 11.8 Relevant Appendices.
- 11.9 Complete RA Solicitation Package.
- 11.10 Pre-final/final Revised RA and O&M cost estimates (+15 percent and -5 percent accuracy) prepared through the use of M-CACES Gold Cost Engineering System for Remedial Action.
- 11.11 A pre-final/final design review/briefing for EPA.
- 11.12 Biddability (offerability), operability, constructability, claims prevention, and environmental compliance reviews.
- 11.13 Revised Project Delivery Strategy.
- 11.14 100% design submittal.

**Task 12 Reuse Planning (RV)**

- 12.1 Provide technical support in review and evaluation of reuse plans and redevelopment plans submitted to ensure long-term protectiveness of the remedy.

**Task 13 Post Remedial Design Support (DS)**

- 13.1 Pre-bid (pre-solicitation) activities.
  - 13.1.1 Duplication and distribution of contract documents.
  - 13.1.2 Advertising/soliciting of bids.
  - 13.1.3 Issuing addenda.
  - 13.1.4 Pre-bid (pre-solicitation) meetings.
  - 13.1.5 Resolution of bidder (offeror) inquiries.
  - 13.1.6 On-site visits.
  - 13.1.7 Compilation of contract documents.
  - 13.1.8 Resolicit bids/offers and repackage documents if necessary.
- 13.2 Pre-award activities.
  - 13.2.1 Receipt of bids (offers).
  - 13.2.2 Determination of responsive, responsible bidders (offerors).
  - 13.2.3 Bid (offer) tabulation.

- 13.2.4 Bid (offer) analysis.
- 13.2.5 Receipt of follow-up items from lowest responsible bidder (offeror).
- 13.2.6 Review of EEO, MBE requirements, SDB subcontracting plans, etc.
- 13.2.7 Reference checks.
- 13.2.8 Request for consent from EPA.
- 13.3 Prepare final design fact sheet.
- 13.4 Update site-specific plans.
  - 13.4.1 Modify Site Management Plan (if necessary).
  - 13.4.2 Modify Sampling and Analysis Plan (if necessary).
  - 13.4.3 Modify Health and Safety Plan (if necessary).
  - 13.4.4 Prepare Construction Quality Assurance Plan.

**Task 14 Task Order Closeout**

**(CO)**

- 14.1 Package and return documents to the government.
- 14.2 Duplicate, distribute, and store files.
- 14.3 Archive files in accordance with Federal Record Center requirements.
- 14.4 Produce microfiche/microfilm/optical disk or other EPA-approved storage format.
- 14.5 Prepare the Task Order Closeout Report (TOCR).

### Attachment 3 - Regulations and Guidance Documents

The following list, although not comprehensive, consists of many of the regulations and guidance documents that apply to the RD process:

1. CERCLA Compliance with Other Laws Manual, Two Volumes, U.S. EPA, Office of Emergency and Remedial Response, August 1988 (DRAFT), OSWER Directive No. 9234.1-01 and -02.
2. Community Relations in Superfund - A Handbook, U.S. EPA, Office of Emergency and Remedial Response, January 1992, OSWER Directive No. 9230.0-3C.
3. The Data Quality Objectives Process for Superfund: Interim Final Guidance, U.S. EPA, EPA/540/R-93/071, September 1993.
4. Federal Acquisition Regulation, Washington, DC: U.S. Government Printing Office (revised periodically).
5. Guidance on Expediting Remedial Design and Remedial Actions, EPA/540/G-90/006, August 1990.
6. Guidance on Remedial Actions for Contaminated Ground Water at Superfund Sites, U.S. EPA Office of Emergency and Remedial Response (DRAFT), OSWER Directive No. 9283.1-2.
7. Guide to Management of Investigation-Derived Wastes, U.S. EPA, Office of Solid Waste and Emergency Response, Publication 9345.3-03FS, January 1992.
8. Interim Guidance on Compliance with Applicable of Relevant and Appropriate Requirements, U.S. EPA, Office of Emergency and Remedial Response, July 9, 1987, OSWER Directive No. 9234.0-05.
9. National Oil and Hazardous Substances Pollution Contingency Plan; Final Rule, Federal Register 40 CFR Part 300, March 8, 1990.
10. Permits and Permit Equivalency Processes for CERCLA On-Site Response Actions, February 19, 1992, OSWER Directive 9355.7-03.
11. Procedures for Completion and Deletion of NPL Sites, U.S. EPA, Office of Emergency and Remedial Response, April 1989, OSWER Directive No. 9320.2-3A.
12. Quality in the Constructed Project: A Guideline for Owners, Designers and Constructors, Volume 1, Preliminary Edition for Trial Use and Comment, American Society of Civil Engineers, May 1988.
13. *Remedial Design/Remedial Action (RD/RA) Handbook*, U.S. EPA, Office of Solid Waste and Emergency Response (OSWER), 9355.0-04B, EPA 540/R-95/059, June 1995.
14. Scoping the Remedial Design (Fact Sheet), February 1995, OSWER Publ. 9355-5-21 FS.
15. Standards for the Construction Industry, Code of Federal Regulations, Title 29, Part 1926, Occupational Health and Safety Administration.
16. Standards for General Industry, Code of Federal Regulations, Title 29, Part 1910, Occupational Health and Safety Administration.
17. Superfund Guidance on EPA Oversight of Remedial Designs and Remedial Actions Performed by Potentially Responsible Parties, April 1990, EPA/540/G-90/001.
18. Superfund Response Action Contracts (Fact Sheet), May 1993, OSWER Publ. 9242.2-08FS.
19. Treatability Studies Under CERCLA, Final. U.S. EPA, Office of Solid Waste and Emergency Response, EPA/540/R-92/071a, October 1992.
20. Value Engineering (Fact Sheet), U.S. EPA, Office of Solid Waste and Emergency Response, Publication 9355.5-03FS, May 1990.

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See the following guidance documents for more information on performance-based contracting:

10. A Guide to Best Practices for Performance-Based Service Contracting, Office of Federal Procurement Policy, April 1996.
11. A Guide to Best Practices for Performance-Based Service Contracting, Final Edition, Office of Federal Procurement Policy, October 1998.
12. Performance-Based Contracting (Fact Sheet), U.S. EPA, Office of Emergency and Remedial Response, Draft February 1999.
13. Policy Letter 91-2, To The Heads of Executive Agencies and Departments, April 9, 1991.

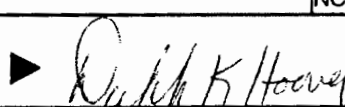
## Attachment 4 - Transmittal Of Documents For Acceptance By EPA

TRANSMITTAL OF DOCUMENTS FOR ACCEPTANCE BY EPA		DATE:	TRANSMITTAL NO.
TO:		FROM:	G New Transmittal  G Re-submittal of Transmittal No. _____
SUBTASK NO.	DELIVERABLE	NO. OF COPIES	REMARKS
ACCEPTANCE ACTION			
DOCUMENTS FOUND ACCEPTABLE (LIST BY SUBTASK NO.)		NAME/TITLE/SIGNATURE OF REVIEWER  DATE	

### Attachment 5 - Transmittal Register

TRANSMITTAL REGISTER								
PROJECT TITLE AND LOCATION				CONTRACT NO.			NO.	
Subtask No.	DELIVERABLE	No. of Copies	Due Date	Transmittal No.	Date Received	Date Comments Sent to Contractor	EPA Acceptance Date	REMARKS



ORDER FOR SUPPLIES OR SERVICES						PAGE OF PAGES	
<b>IMPORTANT:</b> Mark all packages and papers with contract and/or order numbers.							
1. DATE OF ORDER 09/04/09		2. CONTRACT NO. (If any) EP-S4-09-02		6. SHIP TO:			
3. ORDER NO. 0014		4. REQUISITION/REFERENCE NO. PR-R4-09-10347		a. NAME OF CONSIGNEE CHARLES E. SWAN, TOPO			
5. ISSUING OFFICE (Address correspondence to) U.S. EPA Region 4				b. STREET ADDRESS 61 FORSYTH STREET, SW			
7. TO:				c. CITY ATLANTA	d. STATE GA	e. ZIP CODE 30303	
a. NAME OF CONTRACTOR BLACK & VEATCH SPECIAL PROJECTS CORP.				f. SHIP VIA			
b. COMPANY NAME				8. TYPE OF ORDER			
c. STREET ADDRESS 6601 COLLEGE BOULEVARD				<input type="checkbox"/> a. PURCHASE <input checked="" type="checkbox"/> b. TASK -- Except for billing instructions on the reverse, this task order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.			
d. CITY Overland Park				e. STATE KS	f. ZIP CODE 66211		
9. ACCOUNTING AND APPROPRIATION DATA See Attached				10. REQUISITIONING OFFICE Same as Block 6			
11. BUSINESS CLASSIFICATION (Check appropriate box(es))							
<input type="checkbox"/> a. SMALL <input checked="" type="checkbox"/> b. OTHER THAN SMALL <input type="checkbox"/> c. DISADVANTAGED <input type="checkbox"/> d. WOMEN OWNED							
12. F.O.B. POINT Same as Block 6		14. GOVERNMENT B/L NO.		15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date) 09/30/10		16. DISCOUNT TERMS N/A	
13. PLACE OF							
a. INSPECTION Same as Block 6		b. ACCEPTANCE Same as Block 6					
17. SCHEDULE (See reverse for Rejections)							
ITEM NO. (a)	SUPPLIES OR SERVICES (b)		QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	See Attached						
SEE BILLING INSTRUCTIONS ON REVERSE	18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.		17(h). TOT. (Cont. pages)
	21. MAIL INVOICE TO:						
	a. NAME U.S. Environmental Protection Agency						
	b. STREET ADDRESS (or P.O. Box) RTP-Finance Center (D143-02) 109 T.W. Alexander Drive						\$80,000.00
	c. CITY Durham		d. STATE NC	e. ZIP CODE 27711			
22. UNITED STATES OF AMERICA BY (Signature) 			23. NAME (Typed) DEBORAH K. HOOVER				17(i). GRAND TOTAL
			TITLE: CONTRACTING/ORDERING OFFICER				

# RECOVERY - Brunswick Wood Preserving OU1 Superfund Site, Remedial Action (014-RARA-04QF)

Contract: EP-S4-09-02, Task Order: 0014

Lead PR Number: PR-R4-09-10347

## Summary Information

Title: RECOVERY - Brunswick Wood Preserving OU1 Superfund Site, Remedial Action (014-RARA-04QF)  
Period of Performance: From: 09/04/09 To: 09/30/10  
Award Date: 09/04/09  
Total Funding: \$80,000.00

## Accounting/Appropriation Data

POP	DCN	BFYS	Appr.#	Org	Program Element	Site/Project	Cost Org	Obj Class	Amount	P / C
Base	DTS004	09	TS	4AD0R	302DD2C	04QFRA01	C001	2505	\$80,000.00	P

## Funding Breakout

Acct.Info	Funding Category	Amount
FY2009 - DTS004	Cost Ceiling	\$80,000.00
Total:		\$80,000.00

## Procurement Management Roles

### TASK ORDER PROJECT OFFICER:

U.S. E.P.A.  
Attn: CHARLES E. SWAN  
61 FORSYTH STREET, SW  
ATLANTA, GA 30303

Mail Code:  
Phone Number: (404) 562-8848  
Fax Number:  
E-Mail Address: swan.charles@epa.gov

### ALTERNATE TASK ORDER PROJECT OFFICER:

U.S. E.P.A.  
Attn: MEREDITH CLARK  
61 FORSYTH STREET, SW  
ATLANTA, GA 30303

Mail Code:  
Phone Number: (404) 562-8919  
Fax Number:  
E-Mail Address: clark.meredith@epa.gov

## Attachments

Attachment Name

Task Order Provisions

## Task Order Totals

Category	POP	Amount
Cost Ceiling	Base Pd.	\$80,000.00



## **Task Order Provisions**

Contract: EP-S4-09-02, Task Order: 0014

Lead PR Number: PR-R4-09-10347

### **Background**

This action initiates a new Remedial Action (RA) task order for the Brunswick Wood Preserving OU1 Superfund Site, (014-RARA-04QF) in accordance with the attached statement of work and the terms and conditions of Clause G.8., Ordering Methods, of the basic contract.

### **Task Order Funding Ceiling**

An initial task order funding ceiling of \$80,000.00 is hereby established for a site visit, scoping meeting, draft RA task order work plan, and development of pre-solicitation activities under Task 1 (Project Planning) and Task 3 (Procurement of Subcontracts) respectively. The contractor shall acknowledge receipt of this task order within five (5) calendar days and shall prepare and forward to the Contracting Officer within twenty (20) business days after the scoping meeting and/or site visit, a written RA task order draft work plan proposal.

### **Task Order Incremental Funding**

The amount of task order funding currently available for Task 1 (Project Planning) and Task 3 (Procurement of Subcontracts) is \$80,000.00. The contractor shall not make expenditures or incur obligations under this task order in excess of the funding ceiling price of \$80,000.00, except at the contractor's own risk.

When the contractor has reason to believe that the costs for this task order, which will accrue in the next thirty (30) days, will bring the total cost of this task order over seventy five (75) percent of the available funding specified in the task order, the contractor shall notify the Contracting Officer. Additional funding as needed shall be provided incrementally through a task order modification to fund the contractor's task order proposal.

### **EPA Contacts:**

#### **Task Order Project Officer**

Charles Swan  
(404) 562-8848

#### **Task Order Alternative Project Officer**

Meredith Clark  
(404) 562-8919

#### **Task Order COR**

Brian Farrier  
(404) 562-8952

#### **Contracting Officer**

Deborah Hoover  
(404) 562-8373

**RAC II**  
**STATEMENT OF WORK**  
**FOR REMEDIAL ACTION (RA)**  
**Brunswick Wood Preserving Site, Glynn County, Georgia**  
**September 4, 2009**

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**RAC II  
STATEMENT OF WORK  
FOR REMEDIAL ACTION  
Brunswick Wood Preserving Site OU 1, Glynn County, Georgia  
September 4, 2009**

**Contract No: EP-S4-09-02**

**Task Order No: 0014-RARA-04QF**

**Introduction**

**PURPOSE**

The purpose of this task order is to complete implementation of the remedial action (RA) for Operable Unit One (OU1) at the Brunswick Wood Preserving site, in accordance with the objectives of the remedial design (RD). This task order is funded by the American Recovery and Reinvestment Act. This statement of work (SOW) sets forth the framework and requirements for this effort. The OU1 record of decision (ROD), issued on June 19, 2002, defines the selected remedy. The RA is the implementation phase of site remediation or construction of the remedy, including necessary operation and maintenance (O&M), performance monitoring, and any special requirements. The RA is based on the RD, which is designed to achieve the remediation goals specified in the ROD. Implementation of the RA involves the procurement of subcontractor(s) and management activities, in addition to technical engineering services. This task order will complete previous RA work started at this site in 2006 under current RACS contract. The goal for completion of this RA is September 30, 2010.

**SITE DESCRIPTION**

The site was originally operated by American Creosote Company, which constructed the facility sometime between 1958 and 1960, then sold it shortly afterward. The site was acquired by Escambia Treating Company in 1969 from Georgia Creosoting Company and the Brunswick Creosoting Company, thought to be the same company. In 1985, a corporate reorganization resulted in the purchase of the facility by the Brunswick Wood Preserving Company, which operated the site until it closed in early 1991. Each of the three major types of wood treating operations were carried out at the facility: creosote (which includes many polynuclear aromatic hydrocarbons), PCP (pentachlorophenol, which is associated with dioxin), and CCA (chromium/copper/arsenic). During the site's operation, contamination of the environment resulted from several activities, including poor housekeeping, open dumping into Burnett Creek, and accidental spills. In addition, wastes were sprayed in the air over the IM-4/5 ponds to reduce waste volumes.

The major components of the selected remedy for OU1 are listed below. This RAC II task order will focus on the IM-4/5 cap and the in-situ groundwater treatment components of the remedy.

- Construction of two caps over the IM-1/2 and IM-4/5 ponds, consisting of subcaps, geosynthetic liners, and a 2.5 foot thick soil layer.
- Construction of 3 to 5 foot thick subcaps under the caps. These caps will consist at a minimum of soils and sediments from three sources: the CCA Waste Cell, site soils above the performance standard of 1 ppb TEQ dioxin, and selected sediments from Burnett Creek located at Perry Lane Road and in the short east-west reach of the creek just south of Perry Lane Road.
- Solidification and/or stabilization of the subcap materials.
- Construction of subsurface barrier walls to contain groundwater, consisting of slurry-filled trenches to be dug to the weathered limestone located at 50 to 65 feet deep.
- In-situ groundwater treatment using chemical oxidation to enhance natural degradation of site contaminants in groundwater outside the cap/wall at IM-1/2.
- Long-term monitoring to ensure that the remedy is protective. This monitoring would include: sampling under the caps to see if natural processes break down site contaminants, groundwater sampling outside the slurry walls, and ensuring the slurry walls' integrity.
- Engineering controls to control surface water runoff, dust, air quality, etc. and ensure that Remedial Action Objectives are met during and after putting the remedy in place.
- Institutional controls as necessary to restrict future land use and groundwater use.

## GENERAL REQUIREMENTS

This is a term-form task order that requires the contractor to complete an RA that meets the objectives and performance criteria specified in the ROD issued on June 19, 2002, and the RD. Furnish all necessary and appropriate personnel, including subcontractors, materials, and services needed for, or incidental to, performing and completing the RA. The RA and associated deliverables under this task order shall be consistent with the RODs, the *Remedial Design/Remedial Action (RD/RA) Handbook* (U.S. EPA Office of Solid Waste and Emergency Response (OSWER) 9355.0-04B, EPA 540/R-95/059, June 1995), and all other guidance used by EPA in conducting an RA (Attachment 3).

The RA implementation shall be specifically based on the major components of the remedy, as set forth in the previous section. The RA shall be complete when the contractor constructs these components in the field to EPA's satisfaction.

This SOW and accompanying work breakdown structure (WBS) (Attachment 2) is provided as a format for the contractor to structure its proposed approach and cost estimate. Use the WBS in cost estimate preparation and technical and cost tracking and reporting under this task order. In conducting the task order, EPA expects the contractor to propose and implement the most appropriate and cost-effective procedures and methodologies using accepted engineering practices and controls. Throughout the performance of this task order, the EPA expects the contractor to be responsible for performing services and providing products at the lowest reasonable cost. If the contractor fails to meet the requirements within the negotiated costs, the government may elect to provide the contractor with additional funds to complete the task order without providing any additional fee. If there are changes to the SOW by the government, the government will issue a formal amendment to the SOW and negotiate the cost of the amendment with the contractor to form a new cost estimate.

A summary of the major deliverables and schedule for submittals is in Attachment 1. Submit the major deliverables using the Transmittal of Documents for Acceptance by EPA Form (Attachment 4). The EPA Task Order Manager (TOM) will track deliverables submitted by the contractor using the Transmittal Register (Attachment 5).

Communicate at least weekly with the TOM, either in face-to-face meetings or through conference calls. Document all decisions that are made in meetings and conversations with EPA. Forward this documentation to the TOM within five (5) working days of the meeting or conversation.

EPA will provide oversight of contractor activities throughout the RA. EPA's review and approval of deliverables is a tool to assist this process and to satisfy, in part, EPA's responsibility to provide effective protection of public health, welfare, and the environment. EPA will review deliverables, including specific deliverables from the subcontractor(s) to the RA contractor, to assess the likelihood that the RA will achieve its remediation goals and that its performance and operations requirements have been met. Acceptance of plans and design-required submittals (i.e., shop drawings, design details) by EPA does not relieve the RA contractor or any subcontractor(s) from the adequacy of their deliverables or their professional responsibilities.

## RECORD KEEPING REQUIREMENTS

Maintain all technical and financial records for the RA in accordance with the contract. At the completion of the task order, submit an official record of the RA in both compact disk and hardcopy to the TOM by providing the deliverables using electronic media.

## US EPA PRIMARY CONTACT

The primary contact for this task order is Brian Farrier. He can be reached via email at [farrier.brian@epa.gov](mailto:farrier.brian@epa.gov). His mailing address is US EPA Region 4, 61 Forsyth St., SW, Atlanta, Georgia, 30303.

## **TASK ORDER COMPLETION DATE AND PROJECT CLOSEOUT**

At the completion of the task order, perform all necessary project closeout activities as specified in the contract. These activities include closing out any subcontracts, indexing and consolidating project records and files as required above, and providing a technical and financial closeout report to EPA. The goal is to complete all technical activities and closeout activities for this task order by September 30, 2010.

## **RA Work Planning**

### **WORK PLAN**

WBS: 1.1

Prepare and submit a RA work plan that includes a detailed description of implementation activities, performance monitoring, and overall management strategy, including optimization for the RA. Typical activities involved in preparing the work plan include, but are not limited to, the following:

Contacting the Task Order Manager (TOM) within five (5) calendar days after receipt of the task order to schedule the scoping meeting to be held at the U.S. EPA Region 4 Office in Atlanta, Georgia.

Preparing and submitting a final RA work plan within 20 business days after the scoping meeting and/or site visit. The work plan shall include a detailed description of the technical approach for the RA. Specify the necessary procedures, inspections, deliverables, and schedules. Include a comprehensive implementation management schedule for completion of each major activity and submittal.

Preparing the estimated cost to complete the task order, including subcontractor costs, for each element of the SOW; providing a breakdown of the cost by task and subtask levels, in accordance with the contract work breakdown structure (WBS).

Negotiating and preparing a revised work plan, if the contractor fails to meet the Region's minimum standards. Note that EPA does not anticipate a need to re-negotiate with the contractor nor to require the contractor to revise the work plan.

Providing conflict of interest disclosure.

### **SITE-SPECIFIC PLANS**

WBS: 1.2

Review all existing site-specific plans and prepare, update, and/or maintain plans, as necessary, for RA implementation. Incorporate the plans and procedures received from any subcontractor(s) into the overall site plans. Should the contractor fail to meet the required standards in accordance with the appropriate legal, regulatory, and EPA guidance, prepare revised site-specific plans. Typical plans include, but are not limited to, the following:

Site Management Plan.

Sampling and Analysis Plan (SAP) in accordance with 40 CFR 300.415(b)(4)(ii).

Field Sampling Plan (FSP) in accordance with 40 CFR 300.415(b)(4)(ii).

Quality Assurance Project Plan (QAPP) in accordance with *EPA Requirements for QA Project Plans* (QA/R-5). Office of Environmental Information. EPA/240/B-01/003, March 2001.

Contingency Plan.

Site-specific Health and Safety Plan (HSP) that specifies employee training, protective equipment, medical surveillance requirements, standard operating procedures, and a contingency plan in accordance with 29 CFR 1910.120(l)(1) and (l)(2). NOTE: The RD HSP may be modified for use if appropriate.

#### Project Management and Reporting

### PROJECT MANAGEMENT

WBS: 1.4

Perform activities required to effectively manage the task order. These activities typically include, but are not limited to, the following:

- Monitoring costs and progress.

- Preparing and submitting monthly progress reports that document monthly and cumulative cost, performance status, and technical progress.

- Preparing and submitting monthly invoices in accordance with the level of detail as specified in the contract.

- Manage, track, and report status of site-specific equipment.

- Participating in meetings and preparing and submitting meeting summaries.

- Accommodating any external audit or review mechanism that EPA requires.

- Evaluating existing data, including usability, when directed by EPA.

- Coordinating with local and emergency response teams.

- Reviewing background documents as directed by EPA.

- Attending EPA-held training.

### COMMUNITY INVOLVEMENT (CR)

WBS: 2

Prepare and implement the Community Involvement Plan (CIP) for the site. Perform community involvement activities in support of EPA throughout the RA in accordance with the *National Oil and Hazardous Substances Pollution Contingency Plan* (NCP, 40 CFR Part 300) and the *Community Relations in Superfund - A Handbook*, (U.S. EPA, Office of Emergency and Remedial Response, OSWER Directive No. 9230.0-3C, January 1992). These tasks include, but are not limited to, the following:

- Providing public meeting and/or open house support.

- Preparing fact sheets, notices and other informational documents.

- Preparing presentation materials.

- Implementing other community involvement activities as identified by EPA.

- Providing technical support to review Community Involvement deliverables and participate in public meetings.

## **RA Subcontract Award**

### **PROCUREMENT OF SUBCONTRACT**

WBS: 3

Solicit, evaluate, select, and award the necessary subcontract(s) to implement the RA under this task. The contractor must adhere to Federal Acquisition Regulation (FAR), EPA Acquisition Regulation (EPAAR), and contract specific subcontracting requirements in procuring subcontractor(s). The tasks to be performed shall be determined by the contractor's technical approach as detailed in the work plan. These tasks include, but are not limited to, the following:

#### **Prebid (Pre-solicitation) Activities**

- Duplication and distribution of contract documents
- Advertising/soliciting of bids
- Issuing addenda
- Holding Pre-bid (pre-solicitation) meetings
- Resolution of bidder (offeror) inquiries
- Holding On-site visit
- Compilation of contract documents
- Readvertise/Resolicit bids/offers and repackage documents if necessary.

#### **Pre-Award/Award Activities.**

- Receipt of bids (offers).
- Determination of responsive, responsible bidder/s (offeror/s).
- Bid (offer) tabulation and analysis.
- Receipt of follow-up items from lowest responsible bidder/s (offeror/s).
- Review of Equal Employment Opportunities (EEO), Minority Business Entrepreneurs (MBE) requirements, and Small, Disadvantaged Business Subcontracting Plans.
- Perform reference checks.
- Request consent from EPA.
- Award subcontract and issue notice of award.

#### **Post-Award Activities.**

- Attend post award meetings/preconstruction conference.
- Review permits, insurance, bonds, certificates, and documentation required by the specifications.
- Review and approve subcontractor's measurement and payment schedule.
- Establish guidelines for payment of items delivered by not yet installed.
- Review subcontractor activity schedule.

#### **Submittal review and preparation of Notice to Proceed (NTP).**

- Establish procedures for review of submittals.
- Review subcontractor submittals.
- Issue Notice To Proceed.

Reviewing revisions/addendum to subcontractor submittals (optional).

### **MANAGEMENT SUPPORT (MS)**

WBS: 4

Manage and monitor the subcontract(s) required to implement the RA. Institute procedures, monitor progress, and maintain systems and records to ensure that the work proceeds according to requirements specified in the contract documents. Typical activities include, but are not limited to, the following:

Providing financial management including review and approval of invoices, subcontract modifications, and task order amendments to include direct cost of change orders/financial tracking; and maintain a code of accounts and/or WBS for cost/schedule reporting purposes.

Providing cost monitoring including weekly and monthly cost tracking. Analyze progress payments and make recommendations including retaining and deviation from projected rates of expenditure.

Monitoring subcontractor compliance with the Davis-Bacon Act and related requirements.

Providing engineering support including review of field logs, attending biweekly/weekly/monthly meetings, and providing supplemental support for field change requests, value engineering change and system optimization proposals, non-conformance reports issued by resident engineer, and re-design activities.

Managing, tracking, and reporting the status of all government-furnished equipment and contractor-acquired property in accordance with contract requirements.

## **RA Implementation Management**

### **DETAILED RESIDENT INSPECTION (Resident Engineer) (RI)**

WBS: 5

Provide field supervision associated with the monitoring and documentation of the work being done at the site in accordance with the design and all subcontract(s) documents (e.g., drawings, specifications and plans) and ensure the implementation of the remedial action at the site is protective of human health and the environment. Typical activities include, but are not limited to, the following:

Conducting/attending progress meetings.

Maintaining field logs and daily diaries.

Providing advice on what is intended by subcontract documents.

Preparing sketches to reflect field conditions.

Checking construction drawings submitted by construction subcontractors for compliance with design concept.

Preparing reports on inspections.

Making final inspection and preparing report.

Monitoring, updating, and reporting construction progress.

Reviewing and recommending time extensions.

Coordinating with Home Office/Management Support.

Conducting regular Davis-Bacon Act interviews on-site.

Reviewing and recommending action on value engineering change proposals.

Reviewing and making recommendations for changes.

Providing advice on need and cost of proposed change orders.

Providing assistance in prevention and resolution of subcontractor claims.

Recommending approval or rejection of construction schedules.



Performing field testing, recommending action on health and safety considerations (e.g., site safety plan), monitoring quality control procedures.

#### **ANALYTICAL SUPPORT AND DATA VALIDATION (AN)**

WBS: 6

Schedule, coordinate, track, and oversee sample analyses and validate analytical data. Typical activities include, but are not limited to, the following:

Collecting, preparing, and shipping environmental samples in accordance with the Field Sampling Plan (FSP). The following types of sampling shall be required:

- Field screening
- Ground water sampling
- Surface and subsurface soil sampling
- Surface water and sediment sampling
- Air monitoring and sampling

Developing data quality objectives (DQO) for each sampling event; these DQOs shall be the determinative factor for assessing the success or failure of the sampling.

Requesting, obtaining, and performing oversight of analytical services in compliance with EPA requirements.

Coordinating with the EPA Sample Management Office (SMO), the Regional Sample Control Coordinator (RSCC), and/or the Environmental Services Division (ESD) regarding analytical support, data validation, and quality assurance issues.

Implementing the EPA-approved laboratory quality assurance program that provides oversight of in-house and subcontracted laboratories through periodic performance evaluation sample analyses and/or on-site audits of operations and has a system of corrective actions.

Providing sample management including chain of custody procedures, information management, sample retention, and 10-year data storage.

Performing data validation, the process by which the quality of the data, the defensibility of the data, and the chain of custody are verified. Performing data validation in accordance with Regional guidelines.

Reviewing data for usability for its intended purpose.

Providing reports on data validation and usability.

#### **CLEANUP VALIDATION (CV)**

WBS: 7

Provide quality assurance monitoring and documentation that the work being done at the site is in accordance with the design and all subcontract(s) documents (drawings, specifications and plans). These tasks include, but are not limited to, the following:

Sampling - Perform confirmatory sampling and analysis to include sample collection, shipping, analysis, and validation costs.

Preparing Cleanup Status Report - Development of a report at the request of the TOM that describes the progress of the RA based upon sampling and analytical results.

## **RA IMPLEMENTATION (SUBPOOL ACTIVITIES) (AI)**

WBS: 8

Manage and oversee the RA elements implemented by subcontractor(s) at the site in accordance with the O&M plan, the design, and all subcontract(s) documents (drawings, specifications and plans). Typical activities include, but are not limited to, the following:

Site-specific preparation: Securing the site and establishing an operations area, including laying out of clean zone, waste/stage handling areas, and decontamination areas if required

Implementation of the RA in accordance with the O&M plan, the design, and the subcontract plans and specifications.

## **REUSE PLANNING (RV)**

WBS: 9

Assist in the review and evaluation of reuse plans and redevelopment plans submitted to ensure long-term protectiveness of the RA and remedy.

## **PROJECT PERFORMANCE (PJ)**

WBS: 10

Perform all activities necessary to ensure the RA implemented at the site is in accordance with the design and O&M plan and all subcontractor documents. Typical activities include, but are not limited to, the following:

Conducting pre start-up check out

Reviewing O&M manual.

Describing and analyzing potential operating problems.

Supporting training operation and maintenance of O&M staff, including State personnel.

Advising on conformity to applicable performance and operations requirements.

Determining cause of failure and developing corrective action report.

Reviewing record development, laboratory procedures, process system, safety and emergency systems, and warranty files.

Evaluating equipment system performance, witness performance tests, gathering and testing samples.

For the one-year operational and functional period, operating and providing appropriate upkeep and maintenance of installed response action construction items including the facilities, equipment, and appropriate engineered controls such as fencing for the site in accordance with the O&M Manual and Sampling and Analysis Plan (SAP).

Operating and providing appropriate upkeep and maintenance of installed response action construction items including the facilities, equipment, and appropriate engineered controls such as fencing for the site in accordance with the O&M Manual and Sampling and Analysis Plan (SAP) for a time period as specified in the task order.

Updating the O&M Manual, as appropriate.

Conducting trend analyses and optimization studies to improve system efficiency and reduce operation cost of RA.

## **RA Completion**

### **PROJECT COMPLETION AND CLOSEOUT (PC)**

WBS: 11

Ascertain project completion and closeout of the subcontract(s) associated with the RA at the site. These tasks include but are not limited to, the following:

Demobilization of subcontractors.

Pre-final/Final Activities - Consolidation of project needs, pre-final/final inspection and certification, direct final project demobilization and make lockout inspection.

Final Payment/Punch List - Resolution/certification that project is complete according to plans and specifications. May involve trial periods, shakedown, test or trial runs/burns.

Submission of as-built drawings.

Updating the O&M Manual.

Training for State and/or contractor employees who will conduct further O&M as required.

Assisting in transfer of project to the State upon the determination that the project is Operational and Functional (O&F).

Preparing Remedial Action Report in accordance with Closeout Procedures for National Priorities List Sites OSWER Directive 9320.2-09A-P, January 2000.

### **TASK ORDER CLOSEOUT (CO)**

WBS: 12

Perform the necessary activities to close out the task order in accordance with contract requirements. Typical activities include but are not limited to, the following:

Packaging and returning documents to the government.

Duplicating/distribution/storage of files.

Archiving files in accordance with Federal Record Center requirements.

Preparing microfiche/microfilm/optical disk or other EPA-approved data storage technology.

Preparing the closeout report in accordance with Regional guidance or other procedures as specified in the task order. If the final hours/budget is greater than +/- 10% of the original approved task order hours/budget, the Task Order Closeout Report (TOCR) must describe the circumstances that explain why this occurred.

**Attachment 1 - Summary of Major Submittals for the Remedial Action at  
Brunswick Wood Preserving Superfund Site**

<b>DELIVERABLE</b>	<b>NO. OF COPIES</b>	<b>DUE DATE (calendar days)</b>	<b>EPA REVIEW PERIOD</b>
Monthly Progress Reports	3	Monthly and as required in the contract	NA
Remedial Action Work Plan	3	20 days after scoping meeting and/or site visit	21 days after receipt of work plan
Public Meeting Support Materials	TBD	One week prior to scheduled meeting	NA
Site Management Plan (SMP)	3	14 days after approval of RA work plan	14 days after receipt of plan
Health and Safety Plan (HASP)	3	14 days after approval of RA work plan	14 days after receipt of plan
Sampling and Analysis Plan (SAP)	3	14 days after approval of RA work plan	14 days after receipt of plan
Quality Assurance Project Plan (QAPP)	3	14 days after approval of RA work plan	14 days after receipt of plan
Construction Management Plan (CMP)	3	14 days after approval of RA work plan	14 days after receipt of plan
Subcontract Consent Request	3	14 days after receipt of bids (offers)	10 days after receipt of subcontractor consent request
Field Documentation	1	TBD	NA
Data Evaluation/ Cleanup Status Report	3	Quarterly as specified by the COR	NA
Technical Memorandum	3	30 days before final inspection	21 days after receipt of report
Inspection Report	3	21 days after final inspection	NA
As-Built Resolution/ Certification	3	30 days after final inspection	NA
Remedial Action Report	3	30 days after final inspection	21 days after receipt of report
Closeout Report	3	30 days after final RA report submitted	21 days after receipt of report
Final Costs	3	90 days after task order closeout	NA

## **Attachment 2 - Work Breakdown Structure for Remedial Action**

### **Task 1 Project Planning and Support**

**(PP)**

- 1.1 Project planning.
  - 1.1.1 Attend scoping meeting.
  - 1.1.2 Conduct site visit.
  - 1.1.3 Develop Work Plan and cost estimate
  - 1.1.4 Negotiate Work Plan and Cost Estimate.
  - 1.1.5 Provide conflict of interest disclosure.
  - 1.1.6 Prepare Health and Safety Plan (HASP) (Prime Contractor).
- 1.2 Prepare, review, and revise the site-specific plans required to implement the RA at the site.
  - 1.2.1 Site Management Plan.
  - 1.2.2 Sampling and Analysis Plan (SAP).
  - 1.2.3 Field Sampling Plan (FSP).
  - 1.2.4 Quality Assurance Project Plan (QAPP).
  - 1.2.5 Contingency Plan.
  - 1.2.6 Health and Safety Plan (HASP) (incorporating subcontractor's Health and Safety Plan/s).
- 1.4 Project management.
  - 1.4.1 Monitor costs and prepare periodic status reports.
  - 1.4.2 Participate in meetings/communicate routinely/prepare meeting notes.
  - 1.4.3 Manage, track, and report status of site-specific equipment.
  - 1.4.4 Accommodate any external audit or review mechanism that EPA shall require.
  - 1.4.5 Evaluate existing data, including usability, when directed by EPA.
  - 1.4.6 Coordinate with local and emergency response teams.
  - 1.4.7 Review background documents as directed by EPA.
  - 1.4.8 Attend EPA-held training.

### **Task 2 Community Involvement**

**(CR)**

- 2.3 Provide public meeting and/or open house support.
- 2.4 Prepare fact sheets, notices and other informational documents.
- 2.11 Prepare presentation materials.
- 2.13 Provide technical support to review Community Involvement deliverables and participate in public meetings.

### **Task 3 Procurement of Subcontract(s)**

**(PB)**

- 3.1 Prebid (pre-solicitation) activities.
  - 3.1.1 Duplicate and distribute contract documents.
  - 3.1.2 Advertise/solicit bids.
  - 3.1.3 Issue addenda.
  - 3.1.4 Hold pre-bid meetings.
  - 3.1.5 Resolve (offeror) inquiries.
  - 3.1.6 Hold on-site visits.
  - 3.1.7 Compile contract documents.
  - 3.1.8 Readvertise/resolicit bids, if necessary.
- 3.2 Preaward/Award activities.
  - 3.2.1 Receive bids (offers).
  - 3.2.2 Determine responsive, responsible bidders (offerors).
  - 3.2.3 Tabulate and analyze bid (offer).
  - 3.2.4 Receive follow-up items from lowest responsible bidder/s (offeror/s).
  - 3.2.5 Review Equal Employment Opportunities (EEO), Minority Business Entrepreneurs (MBE) Requirements, Small Disadvantaged Business (SDB) Subcontracting Plans.
  - 3.2.6 Perform reference checks.
  - 3.2.7 Request consent from EPA.
  - 3.2.8 Award subcontract.
  - 3.2.9 Issue notice of award.

- 3.3 Post award activities.
  - 3.3.1 Attend post award meetings/preconstruction conference.
  - 3.3.2 Review permits, insurance, bonds, certificates, and documentation required by the specifications.
  - 3.3.3 Review and approve RA subcontractor's measurement and payment schedule.
  - 3.3.4 Establish guidelines for payment of items delivered but not yet installed.
  - 3.3.5 Review subcontractor activity schedule.
- 3.4 Submittal review/notice to proceed.
  - 3.4.1 Establish procedures for review of submittals.
  - 3.4.2 Review subcontractor submittals.
  - 3.4.3 Issue Notice To Proceed.
- 3.5 Review revisions/addendum to subcontractor submittals (optional).

#### **Task 4 Management Support**

**(MS)**

- 4.1 Financial management.
  - 4.1.1 Review and approve invoices, subcontract modifications, and Task Order amendments to include direct cost of change orders/financial tracking.
  - 4.1.2 Maintain a code of accounts and/or WBS for cost/schedule reporting purposes.
- 4.2 Cost monitoring.
  - 4.2.1 Weekly and monthly tracking.
  - 4.2.2 Analyze progress payments and make recommendations including retaining and deviation from projected rates of expenditure.
  - 4.2.3 Monitor subcontractor compliance with Davis-Bacon Act and related requirements.
- 4.3 Engineering support.
  - 4.3.1 Review field logs, etc.
  - 4.3.2 Attend biweekly/weekly/monthly meetings.
  - 4.3.3 Provide supplemental engineering support for field change requests.
  - 4.3.4 Evaluate value engineering change and system optimization proposals.
  - 4.3.5 Evaluate non-conformance reports issued by resident engineer.
  - 4.3.6 Implement re-design activities.

#### **Task 5 Detailed Resident Inspection (Resident Engineer)**

**(RI)**

- 5.1 Conduct/attend progress meetings.
- 5.2 Maintain field logs and daily diaries.
  - 5.2.1 Provide advice on what is intended by subcontract documents.
  - 5.2.2 Prepare sketches to reflect field conditions.
  - 5.2.3 Check drawings submitted by subcontractors for compliance with O&M plan and design concept.
  - 5.2.4 Prepare reports on inspections.
  - 5.2.5 Make final inspection and prepare report.
  - 5.2.6 Monitor, update, and report progress.
  - 5.2.7 Review and recommend time extensions.
  - 5.2.8 Coordinate with home office/management support.
  - 5.2.9 Conduct regular Davis-Bacon Act interviews on site.
- 5.3 Review and recommend action on value engineering change and/or system optimization proposals.
  - 5.3.1 Review and make recommendations for changes.
  - 5.3.2 Provide advice on need and cost of proposed change orders.
  - 5.3.3 Provide assistance in prevention and resolution of subcontractor claims.
  - 5.3.4 Recommend approval or rejection of construction schedules.
- 5.4 Perform field testing.
- 5.5 Recommend action on health and safety considerations (e.g. site safety plan).
- 5.6 Monitor quality control procedures.

**Task 6 Analytical Support and Data Validation****(AN)**

- 6.1 Collect, prepare, and ship environmental samples in accordance with the Field Sampling Plan (FSP).
  - 6.1.1 Field screening.
  - 6.1.2 Ground water sampling.
  - 6.1.3 Surface and subsurface soil sampling.
  - 6.1.4 Surface water and sediment sampling.
  - 6.1.5 Air monitoring and sampling.
- 6.2 Develop performance or acceptance criteria (such as data quality objectives (DQO)) for each sampling event; these criteria shall be the determinative factor for assessing the success or failure of the sampling.
- 6.3 Request, obtain, and perform oversight of analytical services in compliance with EPA requirements.
- 6.4 Coordinate with the EPA Sample Management Office (SMO), the Regional Sample Control Coordinator (RSCC), and/or the Environmental Services Division (ESD) regarding analytical support, data validation, and quality assurance issues.
- 6.5 Implement the EPA-approved laboratory quality assurance program that provides oversight of in-house and subcontracted laboratories through periodic performance evaluation sample analyses and/or on-site audits of operations and has a system of corrective actions.
- 6.6 Provide sample management including chain of custody procedures, information management, sample retention, and 10-year data storage.
- 6.7 Perform data validation, the process by which the quality of the data, the defensibility of the data, and the chain of custody are verified. Perform data validation in accordance with Regional guidelines.
- 6.8 Review data for usability for its intended purpose.
- 6.9 Provide reports on data validation and usability.

**Task 7 Cleanup Validation****(CV)**

- 7.1 Perform confirmatory sampling and analysis.
- 7.2 Develop Implementation Status Report.

**Task 8 RA Implementation (Subpool Activities)****(AD)**

- 8.1 Site-specific preparation.
- 8.2 Implementation of the RA.

**Task 9 Reuse Planning****(RV)**

- 9.1 Provide technical support in review and evaluation of reuse plans and redevelopment plans submitted to ensure long-term protectiveness of the remedy.

**Task 10 Project Performance****(PJ)**

- 10.1 Conduct pre-startup check out.
  - 10.1.1 Review O&M manual.
  - 10.1.2 Describe and analyze potential operating problems.
  - 10.1.3 Support training operation and maintenance of O&M staff, including State personnel.
  - 10.1.4 Advise on conformity to applicable performance and operations requirements.
  - 10.1.5 Determine cause of failure and develop corrective action report.
  - 10.1.6 Review record development, laboratory procedures, process system, safety and emergency systems, and warranty files.
- 10.2 Evaluate equipment system performance, witnessing performance tests, gathering and testing samples.
- 10.3 For the one-year operational and functional period, operate and provide appropriate upkeep and maintenance of installed response action construction items.
- 10.4 Update the O&M Manual, as appropriate.
- 10.5 Conduct trend analyses and optimization studies.

**Task 11 Project Completion and Closeout****(PC)**

- 11.1 Demobilization of subcontractors.
- 11.2 Conduct re-final/final activities.
- 11.3 Consolidate project needs, pre-final/final inspection and certification, direct final project demobilization and make lockout inspection.
- 11.4 Review final payment/punch list.
- 11.5 Resolution/certification that project is complete according to plans and specifications.
- 11.6 Submission of as-built drawings.
- 11.7 Update O&M Manual.
- 11.8 Training for state and/or contractor employees who will conduct further O&M as required.
- 11.9 Assist in transfer of project to the state upon the determination that the project is Operational and Functional (O&F).
- 11.10 Prepare Remedial Action Report.

**Task 12 Task Order Closeout****(CO)**

- 12.1 Package and return documents to the government.
- 12.2 Duplicate, distribute, and store files.
- 12.3 Archive files in accordance with Federal Record Center requirements.
- 12.4 Produce microfiche/microfilm/optical disk or other EPA-approved storage format.
- 12.5 Prepare the Task Order Closeout Report (TOCR).



### Attachment 3 - Regulations and Guidance Documents

Although not comprehensive, the following list comprises many of the regulations and guidance documents that apply to the RD process:

1. *CERCLA Compliance with Other Laws Manual*, Two Volumes, U.S. EPA, Office of Emergency and Remedial Response, OSWER Directive No. 9234.1-01 and -02, August 1988 (DRAFT).
2. *Community Relations in Superfund C A Handbook*, U.S. EPA, Office of Emergency and Remedial Response, OSWER Directive No. 9230.0-3C, January 1992.
3. *The Data Quality Objectives for Process of Superfund: Interim Final Guidance*, U.S. EPA, Office of Emergency and Remedial Response and Office of Waste Programs Enforcement, EPA/540/R-93/071, September 1993.
4. *Guidance on Expediting Remedial Design and Remedial Actions*, EPA/540/G-90/006, August 1990.
5. *Guidance on Remedial Actions for Contaminated Ground Water at Superfund Sites*, U.S. EPA Office of Emergency and Remedial Response (DRAFT), OSWER Directive No. 9283.1-2.
6. *Guide to Management of Investigation-Derived Wastes*, U.S. EPA, Office of Solid Waste and Emergency Response, Publication 9345.3-03FS, January 1992.
7. *Interim Guidance on Compliance with Applicable of Relevant and Appropriate Requirements*, U.S. EPA, Office of Emergency and Remedial Response, OSWER Directive No. 9234.0-05, July 9 1987.
8. *National Oil and Hazardous Substances Pollution Contingency Plan*; Final Rule, Federal Register 40 CFR Part 300, March 8, 1990.
9. *Permits and Permit Equivalency Processes for CERCLA On-site Response Actions*, OSWER Directive 9355.7-03, February 19, 1992.
10. *Procedures for Completion and Deletion of NPL Sites*, U.S. EPA, Office of Emergency and Remedial Response, OSWER Directive No. 9320.2-3A, April 1989.
11. *Quality in the Constructed Project: A Guideline for Owners, Designers and Constructors*, Volume 1, Preliminary Edition for Trial Use and Comment, American Society of Civil Engineers, May 1988.
12. *Remedial Design/Remedial Action (RD/RA) Handbook*, U.S. EPA, Office of Solid Waste and Emergency Response (OSWER) 9355.0-04B, EPA 540/R-95/059, June 1995.
13. *Scoping the Remedial Design* (Fact Sheet), OSWER Publ. 9355-5-21 FS, February 1995.
14. *Standards for the Construction Industry*, Code of Federal Regulations, Title 29, Part 1926, Occupational Health and Safety Administration.
15. *Standards for General Industry*, Code of Federal Regulations, Title 29, Part 1910, Occupational Health and Safety Administration.
16. *Superfund Guidance on EPA Oversight of Remedial Designs and Remedial Actions Performed by Potentially Responsible Parties*, EPA/540/G-90/001, April 1990.
17. *Superfund Response Action Contracts* (Fact Sheet), OSWER Publ. 9242.2-08FS, May 1993.
18. *Treatability Studies Under CERCLA*, Final. U.S. EPA, Office of Solid Waste and Emergency Response, EPA/540/R-92/071a, October 1992.
19. *Value Engineering* (Fact Sheet), U.S. EPA, Office of Solid Waste and Emergency Response, Publication 9355.5-03FS, May 1990.

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See the following guidance documents for more information on performance-based contracting:

20. *A Guide to Best Practices for Performance-Based Service Contracting*, Office of Federal Procurement Policy, April 1996.
21. *A Guide to Best Practices for Performance-Based Service Contracting*, Final Edition, Office of Federal Procurement Policy, October 1998.
22. *Performance-Based Contracting* (Fact Sheet), U.S. EPA, Office of Emergency and Remedial Response, Draft February 1999.
23. *Policy Letter 91-2*, To The Heads of Executive Agencies and Departments, April 9, 1991.


## Attachment 4 - Transmittal of Documents for Acceptance by EPA

TRANSMITTAL OF DOCUMENTS FOR ACCEPTANCE BY EPA		DATE:	TRANSMITTAL NO.
TO:		FROM:	<b>G</b> New Transmittal <b>G</b> Resubmittal of Transmittal No. _____
SUBTASK NO.	DELIVERABLE	NO. OF COPIES	REMARKS
ACCEPTANCE ACTION			
DOCUMENTS FOUND ACCEPTABLE (LIST BY SUBTASK NO.)		NAME/TITLE/SIGNATURE OF REVIEWER  DATE	

### Attachment 5 - Transmittal Register

TRANSMITTAL REGISTER								
PROJECT TITLE AND LOCATION				CONTRACT NO.			TASK ORDER NO.	
Subtask No.	DELIVERABLE	Number of Copies	Due Date	Transmittal Number	Date Received	Date Comments Sent to Contractor	EPA Acceptance Date	REMARKS



ORDER FOR SUPPLIES OR SERVICES						PAGE    OF    PAGES
<b>IMPORTANT: Mark all packages and papers with contract and/or order numbers.</b>						
1. DATE OF ORDER 11/12/09		2. CONTRACT NO. (If any) EP-S4-09-02		6. SHIP TO:		
3. ORDER NO. 0016		4. REQUISITION/REFERENCE NO. PR-R4-10-10011		a. NAME OF CONSIGNEE CHARLES E. SWAN, TOPO		
5. ISSUING OFFICE (Address correspondence to) U.S. EPA Region 4				b. STREET ADDRESS 61 FORSYTH STREET, SW		
				c. CITY ATLANTA	d. STATE GA	e. ZIP CODE 30303
7. TO:				f. SHIP VIA		
a. NAME OF CONTRACTOR BLACK & VEATCH SPECIAL PROJECTS CORP.				8. TYPE OF ORDER		
b. COMPANY NAME				<input type="checkbox"/> a. PURCHASE <input checked="" type="checkbox"/> b. TASK -- Except for billing instructions on the reverse, this task order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.		
c. STREET ADDRESS 6601 COLLEGE BOULEVARD				Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet. If any, including delivery as indicated.		
d. CITY Overland Park		e. STATE KS	f. ZIP CODE 66211	10. REQUISITIONING OFFICE Same as Block 6		
9. ACCOUNTING AND APPROPRIATION DATA See Attached						
11. BUSINESS CLASSIFICATION (Check appropriate box(es))						
<input checked="" type="checkbox"/> a. SMALL <input type="checkbox"/> b. OTHER THAN SMALL <input type="checkbox"/> c. DISADVANTAGED <input type="checkbox"/> d. WOMEN OWNED						
12. F.O.B. POINT Same as Block 6		14. GOVERNMENT B/L NO.		15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date) 06/28/14		16. DISCOUNT TERMS N/A
13. PLACE OF						
a. INSPECTION Same as Block 6		b. ACCEPTANCE Same as Block 6				
17. SCHEDULE (See reverse for Rejections)						
ITEM NO. (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	See Attached					
18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.		17(h). TOT. (Cont. pages)
21. MAIL INVOICE TO:						
a. NAME U.S. Environmental Protection Agency						\$40,000.00
b. STREET ADDRESS (or P.O. Box) RTP-Finance Center (D143-02) 109 T.W. Alexander Drive						
c. CITY Durham						
d. STATE NC						17(i). GRAND TOTAL
e. ZIP CODE 27711						
22. UNITED STATES OF AMERICA BY (Signature) 						23. NAME (Typed) CHARLES K. HAYES
						TITLE: CONTRACTING/ORDERING OFFICER

# Brewer Gold Mine, Remedial Action (RA), 016-RARA-04MQ

Contract: EP-S4-09-02, Task Order: 0016

Lead PR Number: PR-R4-10-10011

## Summary Information

Title: Brewer Gold Mine, Remedial Action (RA),  
016-RARA-04MQ  
Period of Performance: From: 11/12/09  
To: 06/28/14  
Award Date: 11/12/09  
Total Funding: \$40,000.00

## Accounting/Appropriation Data

POP	DCN	BFYS	Appr.#	Org	Program Element	Site/ Project	Cost Org	Obj Class	Amount	P / C
Base	DT0002	10	T	4AD0R	302DD2C	04MQRA01	C001	2505	\$40,000.00	P

## Funding Breakout

Acct.Info	Funding Category	Amount
FY2010 - DT0002	Cost Ceiling	\$40,000.00
Total:		\$40,000.00

## Procurement Management Roles

TASK ORDER PROJECT OFFICER:

U.S. E.P.A.  
Attn: CHARLES E. SWAN  
61 FORSYTH STREET, SW  
ATLANTA, GA 30303

Mail Code:  
Phone Number: 404-562-8848  
Fax Number:  
E-Mail Address: swan.charles@epa.gov

## Attachments

Attachment Name

Task Order Provisions

## Task Order Totals

Category	POP	Amount
Cost Ceiling	Base Pd.	\$40,000.00

## **Task Order Provisions**

Contract: EP-S4-09-02, Task Order: 0016

Lead PR Number: PR-R4-10-10011

### **Background**

This action initiates an Interim Remedial Action (IRA) task order for the Brewer Gold Mine Superfund Site (016-RARA-04MQ) in accordance with the attached statement of work and the terms and conditions of Clause G.8., Ordering Methods, of the basic contract.

### **Task Order Funding Ceiling**

An initial task order funding ceiling of \$40,000.00 is hereby established for a site visit, scoping meeting and the development of the RA task order work plan under Task 1 (Project Planning). The contractor shall acknowledge receipt of this task order within five (5) calendar days and shall prepare and forward to the Contracting Officer within twenty (20) business days after the scoping meeting and/or site visit, a written RA task order work plan proposal.

### **Task Order Incremental Funding**

The amount of task order funding currently available for Task 1 (Project Planning) is \$40,000.00. The contractor shall not make expenditures or incur obligations under this task order in excess of the funding ceiling price of \$40,000.00, except at the contractor's own risk.

When the contractor has reason to believe that the costs for this task order, which will accrue in the next thirty (30) days, will bring the total cost of this task order over seventy five (75) percent of the available funding specified in the task order, the contractor shall notify the Contracting Officer. Additional funding as needed shall be provided incrementally through a task order modification to fund the contractor's task order proposal.

### **EPA Contacts:**

#### **Task Order Project Officer**

Charles Swan  
(404) 562-8848

#### **Task Order Alternative Project Officer**

Meredith Clark  
(404) 562-8919

#### **Task Order COR**

Lofton Carr  
(404) 562-8804

#### **Contracting Officer**

Charles Hayes  
(404) 562-8377

# **RAC II STATEMENT OF WORK FOR REMEDIAL ACTION (RA)**

Brewer Gold Mine Site, Chesterfield County, South Carolina  
11/10/2009

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**RAC II STATEMENT OF WORK  
FOR REMEDIAL ACTION**  
Brewer Gold Mine Site, Chesterfield County, South Carolina

**November 10, 2009**

**Contract No: EP-S4-09-02**

**Work Assignment/Task Order No: 016-RARA-04MQ**

**Introduction**

**PURPOSE**

The purpose of this task order is to implement the interim remedial action (IRA) at Brewer Gold Mine Site in accordance with the objectives of the interim remedial design (IRD). This statement of work (SOW) sets forth the framework and requirements for this effort. The interim record of decision (IROD), issued on September 30, 2005, defines the selected remedy. The IRA is the implementation phase of site remediation or construction of the remedy, including necessary operation and maintenance (O&M), performance monitoring, and any special requirements. The IRA is based on the IRD, which is designed to achieve the remediation goals specified in the IROD. Implementation of the IRA involves the procurement of a subcontractor(s) and management activities, in addition to technical engineering services. The goal for completion of this RA is June 28, 2014.

**SITE DESCRIPTION**

The Brewer Gold Mine site is located off Hilton Road in a rural area of Chesterfield County about four miles west of the Town of Jefferson. The CERCLIS Identification Number for the site (hereafter referred to as "the site" or "Brewer") is SCD987577913.

The U.S. Environmental Protection Agency Region 4 (EPA) is the lead agency for regulatory response under the Comprehensive Environmental Response, Compensation, and Liability Act of 1980 (CERCLA). The South Carolina Department of Health and Environmental Control (SCDHEC) is the support agency.

The site was intermittently mined for gold from 1828 through 1995. In 1999, the most recent owner/operator abandoned the site and a wastewater treatment plant that was treating contaminated surface and ground water on the site. At SCDHEC's request, EPA took over the treatment plant in December 1999 and has operated it since that time under CERCLA authorities.

EPA placed the site on the National Priorities List on April 27, 2005 (Federal Register Vol. 70 No. 80, pp. 21644-21651). In the absence of a responsible party to undertake remedial studies and to implement remedial actions to protect human health and the environment, EPA has initiated a remedial investigation (RI) and feasibility study (FS) to identify and evaluate a permanent remedy. Pending completion of the RI/FS for the permanent remedy, EPA completed a focused RI/FS to evaluate whether to continue treatment of the contaminated water in the existing wastewater treatment plant as an interim action, to modify the existing technology to improve treatment or lower cost, or to allow untreated water to enter Little Fork Creek. This Record of Decision (ROD) is based on the focused RI/FS and is intended to allow an interim remedy to be implemented to reduce risks from the site pending implementation of a final remedy. In June 2006, the interim Remedial Design was completed with the Subcontract Documents Operations and Maintenance Manual, Brewer Gold Mine Site, Interim Action Remedial Design (IARD), Chesterfield County, South Carolina. The IARD included solicitation, evaluation, selection, and award of the necessary subcontracts to construct and implement the IRA.

The major components of the selected remedy include:

- Continue operation and maintenance of the existing water treatment plant while EPA completes a Remedial Investigation and Feasibility Study (RI/FS) , ROD and RD to determine the long term remedial action for the site.

## GENERAL REQUIREMENTS

This task order requires the contractor to continue an IRA that meets the objectives and performance criteria specified in the IROD issued on September 30, 2005 and the IRD. Furnish all necessary and appropriate personnel, including subcontractors, materials, and services needed for, or incidental to, performing and continuing the RA. The IRA and associated deliverables under this task order shall be consistent with the RODs, the *Remedial Design/Remedial Action (RD/RA) Handbook* (U.S. EPA Office of Solid Waste and Emergency Response (OSWER) 9355.0-04B, EPA 540/R-95/059, June 1995), and all other guidance used by EPA in conducting an RA (Attachment 3). The RA implementation shall be specifically based on the June 2006 interim Remedial Design: The Subcontract Documents Operations and Maintenance Manual, Brewer Gold Mine Site, Interim Action Remedial Design (IARD), Chesterfield County, South Carolina. The IARD included solicitation, evaluation, selection, and award of the necessary subcontracts to construct and implement the IRA.

This SOW and accompanying work breakdown structure (WBS) (Attachment 2) is provided as a format for the contractor to structure its proposed approach and cost estimate. Use the WBS in cost estimate preparation, and technical and cost tracking and reporting under this task order.

In conducting the task order, EPA expects the contractor to propose and implement the most appropriate and cost-effective procedures and methodologies using accepted engineering practices and controls. Throughout the performance of this task order, the EPA expects the contractor to be responsible for performing services and providing products at the lowest reasonable cost. If the contractor fails to meet the requirements within the negotiated costs, the government may elect to provide the contractor with additional funds to complete the task order without providing any additional fee. If there are changes to the SOW by the government, the government will issue a formal amendment to the SOW and negotiate the cost of the amendment with the contractor to form a new cost estimate.

A summary of the major deliverables and schedule for submittals is in Attachment 1. Submit the major deliverables using the Transmittal of Documents for Acceptance by EPA Form (Attachment 4). The EPA Contracting Officer Representative (COR) will track deliverables submitted by the contractor using the Transmittal Register (Attachment 5).

Communicate at least weekly with the COR, either in face-to-face meetings or through conference calls. Document all decisions that are made in meetings and conversations with EPA. Forward this documentation to the COR within five working days of the meeting or conversation.

EPA will provide oversight of contractor activities throughout the RA. EPA review and approval of deliverables is a tool to assist this process and to satisfy, in part, EPA's responsibility to provide effective protection of public health, welfare, and the environment. EPA will review deliverables, including specific deliverables from the subcontractor(s) to the RA contractor, to assess the likelihood that the RA will achieve its remediation goals and that its performance and operations requirements have been met. Acceptance of plans and design-required submittals (i.e., shop drawings, design details) by EPA does not relieve the RA contractor or any subcontractor(s) from the adequacy of their deliverables or their professional responsibilities.

## RECORD KEEPING REQUIREMENTS

Maintain all technical and financial records for the RA in accordance with the contract. At the completion of the task order, submit an official record of the RA in both compact disk and a hardcopy to the COR. Provide the deliverables using electronic media.

## US EPA PRIMARY CONTACT

The primary contact for this task order is Loftin Carr. He can be reached at (404)562-8804, via facsimile at (404)562-8788, or via e-mail at carr.loftin@epa.gov. His mailing address is US EPA Region 4, Sam Nunn Atlanta Federal Center, 61 Forsyth Street, Atlanta, Georgia 30303-8960. The secondary contact is Nestor Young. He can be reached at (404)562-8812, via facsimile (404)562-8788, or via e-mail at young.nestor@epa.gov. His mailing address is US EPA Region 4, Sam Nunn Atlanta Federal Center, 61 Forsyth Street, Atlanta, Georgia 30303-8960.

## TASK ORDER COMPLETION DATE AND PROJECT CLOSEOUT

At the completion of the task order, perform all necessary project closeout activities as specified in the contract. These activities include closing out any subcontracts, indexing and consolidating project records and files as required above, and providing a technical and financial closeout report to EPA. The goal is to complete all technical activities and closeout activities for this work assignment/task order by June 28, 2014.

## RA Work Planning

### WORK PLAN

WBS: 1.1

Prepare and submit a RA work plan that includes a detailed description of implementation activities, performance monitoring, and overall management strategy, including optimization, for the RA. Typical activities involved in preparing the work plan include, but are not limited to, the following:

- Contacting the Contracting Officer Representative (COR) within five calendar days after receipt of the task order to schedule the scoping meeting to be held at the U.S. EPA Region 4 office in Atlanta, Ga.
- Conducting a site visit with the COR during the RA planning phase to assist in developing an understanding of the site and any logistics.
- Preparing and submitting a final RA work plan within 20 business days after the scoping meeting and/or site visit. The work plan shall include a detailed description of the technical approach for the RA activities. Specify the necessary procedures, inspections, deliverables, and schedules. Include a comprehensive implementation management schedule for completion of each major activity and submittal.
- Preparing the estimated cost to complete the task order, including subcontractor costs, for each element of the SOW; providing a breakdown of the cost by task and subtask levels, in accordance with the contract work breakdown structure (WBS).
- Negotiating and preparing a revised work plan, if the contractor fails to meet the Region's minimum standards. Note that EPA does not anticipate a need to re-negotiate with the contractor nor to require the contractor to revise the work plan. Contractor costs associated with the preparation of the revised work plan and cost estimate shall be paid by the government but shall not bear fee.

- Providing conflict of interest disclosure.

## SITE-SPECIFIC PLANS

WBS: 1.2

Review all existing site-specific plans and prepare, update, and/or maintain plans, as necessary, for RA implementation. Incorporate the plans and procedures received from any subcontractor(s) into the overall site plans. Should the contractor fail to meet the required standards in accordance with the appropriate legal, regulatory, and EPA guidance, prepare revised site-specific plans. (**NOTE:** In that event, contractor costs associated with the preparation of the revised site-specific plans shall be paid by EPA but shall not bear fee.) Typical plans include, but are not limited to, the following:

- Sampling and Analysis Plan (SAP) in accordance with 40 CFR 300.415(b)(4)(ii).
- Quality Assurance Project Plan (QAPP) in accordance with *EPA Requirements for QA Project Plans* (QA/R-5). Office of Environmental Information. EPA/240/B-01/003, March 2001.
- Site Operation and Maintenance Manual.
- Site-specific Health and Safety Plan (HSP) that specifies employee training, protective equipment, medical surveillance requirements, standard operating procedures, and a contingency plan in accordance with 29 CFR 1910.120(l)(1) and (l)(2).

## Project Management and Reporting

### PROJECT MANAGEMENT

WBS: 1.4

Perform activities required to effectively manage the task order. These activities typically include, but are not limited to, the following:

- Monitoring costs and progress.
- Preparing and submitting monthly progress reports that document monthly and cumulative cost, performance status, and technical progress.
- Preparing and submitting monthly invoices in accordance with the level of detail as specified in the contract.
- Manage, track, and report status of site-specific equipment.
- Participating in meetings and preparing and submitting meeting summaries.
- Accommodating any external audit or review mechanism that EPA requires.
- Evaluating existing data, including usability, when directed by EPA.
- Coordinating with local and emergency response teams.
- Reviewing background documents as directed by EPA.

## MANAGEMENT SUPPORT (MS)

WBS: 4

Manage and monitor the subcontract(s) required to implement the RA. Institute procedures, monitor progress, and maintain systems and records to ensure that the work proceeds according to requirements specified in the contract documents. Typical activities include, but are not limited to, the following:

- Providing financial management including review and approval of invoices, subcontract modifications, and task order amendments to include direct cost of change orders/financial tracking; and maintain a code of accounts and/or WBS for cost/schedule reporting purposes.
- Providing cost monitoring including weekly and monthly cost tracking. Analyze progress payments and make recommendations including retaining and deviation from projected rates of expenditure.
- Monitoring subcontractor compliance with the Davis-Bacon Act and related requirements.
- Providing engineering support including review of field logs, attending biweekly/weekly/monthly meetings, and providing supplemental support for field change requests, value engineering change and system optimization proposals, non-conformance reports issued by resident engineer, and re-design activities.
- Managing, tracking, and reporting the status of all government-furnished equipment and contractor-acquired property in accordance with contract requirements.

## RA Subcontract Award

### PROCUREMENT OF SUBCONTRACT (PB)

WBS: 3

Solicit, evaluate, select, and award the necessary subcontract(s) to implement the RA under this task. The contractor must adhere to Federal Acquisition Regulation (FAR), EPA Acquisition Regulation (EPAAR), and contract specific subcontracting requirements in procuring subcontractor(s). To the maximum extent practicable, the types of subcontracts procured shall follow performance-based contracting (PBC) methods. The tasks to be performed shall be determined by the contractor's technical approach as detailed in the work plan. These tasks include, but are not limited to, the following:

#### X Prebid (Pre-solicitation) Activities

- S Duplication and distribution of contract documents
- S Advertising/soliciting of bids
- S Issuing addenda
- S Holding Pre-bid (pre-solicitation) meetings
- S Resolution of bidder (offeror) inquiries
- S Holding On-site visits
- S Compilation of contract documents
- S Readvertise/Resolicit bids/offers and repackage documents if necessary. [NOTE: All costs associated with the re-advertisement/resolicitation of subcontract(s) shall be paid by the Government, but shall bear no additional fee.]

#### X Pre-Award/Award Activities.

- S Receipt of bids (offers).
- S Determination of responsive, responsible bidder/s (offeror/s).
- S Bid (offer) tabulation and analysis.
- S Receipt of follow-up items from lowest responsible bidder/s (offeror/s).
- S Review of Equal Employment Opportunities (EEO), Minority Business Entrepreneurs (MBE) requirements, and Small, Disadvantaged Business Subcontracting Plans.

- S Perform reference checks.
- S Request consent from EPA.
- S Award subcontract and issue notice of award.
  
- X Post-Award Activities.
  - S Attend post award meetings/preconstruction conference.
  - S Review permits, insurance, bonds, certificates, and documentation required by the specifications.
  - S Review and approve subcontractor=s measurement and payment schedule.
  - S Establish guidelines for payment of items delivered by not yet installed.
  - S Review subcontractor activity schedule.
  
- X Submittal review and preparation of Notice to Proceed (NTP).
  - S Establish procedures for review of submittals.
  - S Review subcontractor submittals.
  - S Issue Notice To Proceed.
  
- X Reviewing revisions/addendum to subcontractor submittals (optional).

## **RA Implementation Management**

### **DETAILED RESIDENT INSPECTION (Resident Engineer) (RI)**

**WBS: 5**

Provide field supervision associated with the monitoring and documentation of the work being done at the site in accordance with the design and all subcontract(s) documents (e.g., drawings, specifications and plans) and ensure the implementation of the remedial action at the site is protective of human health and the environment. Typical activities include, but are not limited to, the following:

- Conducting/attending progress meetings.
- Reviewing and recommending action on value engineering change proposals.
- Reviewing and making recommendations for changes.
- Providing advice on need and cost of proposed change orders.
- Providing assistance in prevention and resolution of subcontractor claims.
- Performing field testing, recommending action on health and safety considerations (e.g., site safety plan), monitoring quality control procedures.

### **RA IMPLEMENTATION (SUBPOOL ACTIVITIES) (AI)**

**WBS: 8**

Manage and oversee the RA elements implemented by subcontractor(s) at the site in accordance with the Operations and Maintenance Manual, Brewer Gold Mine Site, Interim Action Remedial Design (IARD), Chesterfield County, South Carolina, the design, and all subcontract(s) documents (drawings, specifications and plans). Typical activities include, but are not limited to, the following:

- Implementation of the RA in accordance with the O&M plan, the design, and the subcontract plans and specifications.

## **PROJECT PERFORMANCE (PJ)**

WBS: 10

Perform all activities necessary to ensure the RA implemented at the site is in accordance with the design and O&M plan and all subcontractor documents. Typical activities include, but are not limited to, the following:

- Updating the O&M Manual, as appropriate.
- Conducting trend analyses and optimization studies to improve system efficiency and reduce operation cost of RA.

## **RA Completion**

### **PROJECT COMPLETION AND CLOSEOUT (PC)**

WBS: 11

Ascertain project completion and closeout of the subcontract(s) associated with the RA at the site. These tasks include but are not limited to, the following:

- Demobilization of subcontractors.
- Pre-final/Final Activities - Consolidation of project needs, pre-final/final inspection and certification, direct final project demobilization and make lockout inspection.
- Preparing Remedial Action Report.

### **TASK ORDER CLOSEOUT (CO)**

WBS: 12

Perform the necessary activities to close out the task order in accordance with contract requirements. Typical activities include but are not limited to, the following:

- Packaging and returning documents to the government.
- Duplicating/distribution/storage of files.
- Preparing the closeout report in accordance with Regional guidance or other procedures as specified in the task order. If the final hours/budget is greater than +/- 10% of the original approved work plan/task order hours/budget, the WACR must describe the circumstances that explain why this occurred.

**Attachment 1 - Summary of Major Submittals for the Remedial Action at  
Brewer Gold Mine Site**

<b>DELIVERABLE</b>	<b>NO. OF COPIES</b>	<b>DUE DATE (calendar days)</b>	<b>EPA REVIEW PERIOD</b>
Monthly Progress Reports	3	Monthly and as required in the contract	NA
Remedial Action Work Plan	3	20 business days after initiation of work assignment/task order (WA)	21 days after receipt of work plan
Health and Safety Plan (HASP)	3	14 days after approval of RA work plan	14 days after receipt of plan
Sampling and Analysis Plan (SAP)	3	14 days after approval of RA work plan	14 days after receipt of plan
Quality Assurance Project Plan (QAPP)	3	14 days after approval of RA work plan	14 days after receipt of plan
Subcontract Consent Request	3	14 days after receipt of bids (offers)	10 days after receipt of subcontractor consent request
Remedial Action Report	3	30 days after final inspection	21 days after receipt of report
Closeout Report	3	30 days after final RA report submitted	21 days after receipt of report
Final Costs	3	90 days after work assignment/task order closeout	NA



## **Attachment 2 - Work Breakdown Structure for Remedial Action**

### **Task 1 Project Planning and Support**

**(PP)**

- 1.1 Project planning.
  - 1.1.1 Attend scoping meeting.
  - 1.1.2 Conduct site visit.
  - 1.1.3 Develop Work Plan and cost estimate
  - 1.1.4 Negotiate Work Plan and Cost Estimate.
  - 1.1.5 Provide conflict of interest disclosure.
  - 1.1.6 Prepare Health and Safety Plan (HASP) (Prime Contractor).
- 1.2 Prepare, review, and revise the site-specific plans required to implement the RA at the site.
  - 1.2.1 Site Management Plan.
  - 1.2.2 Sampling and Analysis Plan (SAP).
  - 1.2.3 Field Sampling Plan (FSP).
  - 1.2.4 Quality Assurance Project Plan (QAPP).
  - 1.2.5 Contingency Plan.
  - 1.2.6 Health and Safety Plan (HASP) (incorporating subcontractor's Health and Safety Plan/s).
- 1.4 Project management.
  - 1.4.1 Monitor costs and prepare periodic status reports.
  - 1.4.2 Participate in meetings/communicate routinely/prepare meeting notes.
  - 1.4.3 Manage, track, and report status of site-specific equipment.
  - 1.4.4 Accommodate any external audit or review mechanism that EPA shall require.
  - 1.4.5 Evaluate existing data, including usability, when directed by EPA.
  - 1.4.6 Coordinate with local and emergency response teams.
  - 1.4.7 Review background documents as directed by EPA.
  - 1.4.8 Attend EPA-held training.

### **Task 3 Procurement of Subcontract(s)**

**(PB)**

- 3.1 Prebid (pre-solicitation) activities.
  - 3.1.1 Duplicate and distribute contract documents.
  - 3.1.2 Advertise/solicit bids.
  - 3.1.3 Issue addenda.
  - 3.1.4 Hold pre-bid meetings.
  - 3.1.5 Resolve (offeror) inquiries.
  - 3.1.6 Hold on-site visits.
  - 3.1.7 Compile contract documents.
  - 3.1.8 Readvertise/resolicit bids, if necessary.
- 3.2 Preaward/Award activities.
  - 3.2.1 Receive bids (offers).
  - 3.2.2 Determine responsive, responsible bidders (offerors).
  - 3.2.3 Tabulate and analyze bid (offer).
  - 3.2.4 Receive follow-up items from lowest responsible bidder/s (offeror/s).
  - 3.2.5 Review Equal Employment Opportunities (EEO), Minority Business Entrepreneurs (MBE) Requirements, Small Disadvantaged Business (SDB) Subcontracting Plans.
  - 3.2.6 Perform reference checks.
  - 3.2.7 Request consent from EPA.
  - 3.2.8 Award subcontract.
  - 3.2.9 Issue notice of award.
- 3.3 Post award activities.
  - 3.3.1 Attend post award meetings/preconstruction conference.
  - 3.3.2 Review permits, insurance, bonds, certificates, and documentation required by the specifications.
  - 3.3.3 Review and approve RA subcontractor's measurement and payment schedule.
  - 3.3.4 Establish guidelines for payment of items delivered but not yet installed.
  - 3.3.5 Review subcontractor activity schedule.

- 3.4 Submittal review/notice to proceed.
  - 3.4.1 Establish procedures for review of submittals.
  - 3.4.2 Review subcontractor submittals.
  - 3.4.3 Issue Notice To Proceed.
- 3.5 Review revisions/addendum to subcontractor submittals (optional).

#### **Task 4 Management Support**

(MS)

- 4.1 Financial management.
  - 4.1.1 Review and approve invoices, subcontract modifications, and task order amendments to include direct cost of change orders/financial tracking.
  - 4.1.2 Maintain a code of accounts and/or WBS for cost/schedule reporting purposes.
- 4.2 Cost monitoring.
  - 4.2.1 Weekly and monthly tracking.
  - 4.2.2 Analyze progress payments and make recommendations including retaining and deviation from projected rates of expenditure.
  - 4.2.3 Monitor subcontractor compliance with Davis-Bacon Act and related requirements.
- 4.3 Engineering support.
  - 4.3.1 Review field logs, etc.
  - 4.3.2 Attend biweekly/weekly/monthly meetings.
  - 4.3.3 Provide supplemental engineering support for field change requests.
  - 4.3.4 Evaluate value engineering change and system optimization proposals.
  - 4.3.5 Evaluate non-conformance reports issued by resident engineer.
  - 4.3.6 Implement re-design activities.

#### **Task 5 Detailed Resident Inspection (Resident Engineer)**

(RI)

- 5.1 Conduct/attend progress meetings.
- 5.2 Maintain field logs and daily diaries.
  - 5.2.1 Provide advice on what is intended by subcontract documents.
  - 5.2.2 Prepare sketches to reflect field conditions.
  - 5.2.3 Check drawings submitted by subcontractors for compliance with O&M plan and design concept.
  - 5.2.4 Prepare reports on inspections.
  - 5.2.5 Make final inspection and prepare report.
  - 5.2.6 Monitor, update, and report progress.
  - 5.2.7 Review and recommend time extensions.
  - 5.2.8 Coordinate with home office/management support.
  - 5.2.9 Conduct regular Davis-Bacon Act interviews on site. (The COR shall be informed regarding scheduling of such interviews so that he/she can be present on site.)
- 5.3 Review and recommend action on value engineering change and/or system optimization proposals.
  - 5.3.1 Review and make recommendations for changes.
  - 5.3.2 Provide advice on need and cost of proposed change orders.
  - 5.3.3 Provide assistance in prevention and resolution of subcontractor claims.
  - 5.3.4 Recommend approval or rejection of construction schedules.
- 5.4 Perform field testing.
- 5.5 Recommend action on health and safety considerations (e.g. site safety plan).
- 5.6 Monitor quality control procedures.

#### **Task 8 RA Implementation (Subpool Activities)**

(AI)

- 8.1 Site-specific preparation.
- 8.2 Implementation of the RA.

**Task 10 Project Performance****(PJ)**

- 10.1 Conduct pre-startup check out.
  - 10.1.1 Review O&M manual.
  - 10.1.2 Describe and analyze potential operating problems.
  - 10.1.3 Support training operation and maintenance of O&M staff, including State personnel.
  - 10.1.4 Advise on conformity to applicable performance and operations requirements.
  - 10.1.5 Determine cause of failure and develop corrective action report.
  - 10.1.6 Review record development, laboratory procedures, process system, safety and emergency systems, and warranty files.
- 10.2 Evaluate equipment system performance, witnessing performance tests, gathering and testing samples.
- 10.3 For the one-year operational and functional period, operate and provide appropriate upkeep and maintenance of installed response action construction items.
- 10.4 Update the O&M Manual, as appropriate.
- 10.5 Conduct trend analyses and optimization studies.

**Task 11 Project Completion and Closeout****(PC)**

- 11.1 Demobilization of subcontractors.
- 11.2 Conduct re-final/final activities.
- 11.3 Consolidate project needs, pre-final/final inspection and certification, direct final project demobilization and make lockout inspection.
- 11.4 Review final payment/punch list.
- 11.5 Resolution/certification that project is complete according to plans and specifications.
- 11.6 Submission of as-built drawings.
- 11.7 Update O&M Manual.
- 11.8 Training for state and/or contractor employees who will conduct further O&M as required.
- 11.9 Assist in transfer of project to the state upon the determination that the project is Operational and Functional (O&F).
- 11.10 Prepare Remedial Action Report.

**Task 12 Task Order Closeout****(CO)**

- 12.1 Package and return documents to the government.
- 12.2 Duplicate, distribute, and store files.
- 12.3 Archive files in accordance with Federal Record Center requirements.
- 12.4 Produce microfiche/microfilm/optical disk or other EPA-approved storage format.
- 12.5 Prepare the Task Order Closeout Report.

### Attachment 3 - Regulations and Guidance Documents

Although not comprehensive, the following list comprises many of the regulations and guidance documents that apply to the RD process:

1. *CERCLA Compliance with Other Laws Manual*, Two Volumes, U.S. EPA, Office of Emergency and Remedial Response, OSWER Directive No. 9234.1-01 and -02, August 1988 (DRAFT).
2. *Community Relations in Superfund C A Handbook*, U.S. EPA, Office of Emergency and Remedial Response, OSWER Directive No. 9230.0-3C, January 1992.
3. *The Data Quality Objectives for Process of Superfund: Interim Final Guidance*, U.S. EPA, Office of Emergency and Remedial Response and Office of Waste Programs Enforcement, EPA/540/R-93/071, September 1993.
4. *Guidance on Expediting Remedial Design and Remedial Actions*, EPA/540/G-90/006, August 1990.
5. *Guidance on Remedial Actions for Contaminated Ground Water at Superfund Sites*, U.S. EPA Office of Emergency and Remedial Response (DRAFT), OSWER Directive No. 9283.1-2.
6. *Guide to Management of Investigation-Derived Wastes*, U.S. EPA, Office of Solid Waste and Emergency Response, Publication 9345.3-03FS, January 1992.
7. *Interim Guidance on Compliance with Applicable of Relevant and Appropriate Requirements*, U.S. EPA, Office of Emergency and Remedial Response, OSWER Directive No. 9234.0-05, July 9 1987.
8. *National Oil and Hazardous Substances Pollution Contingency Plan; Final Rule*, Federal Register 40 CFR Part 300, March 8, 1990.
9. *Permits and Permit Equivalency Processes for CERCLA On-site Response Actions*, OSWER Directive 9355.7-03, February 19, 1992.
10. *Procedures for Completion and Deletion of NPL Sites*, U.S. EPA, Office of Emergency and Remedial Response, OSWER Directive No. 9320.2-3A, April 1989.
11. *Quality in the Constructed Project: A Guideline for Owners, Designers and Constructors*, Volume 1, Preliminary Edition for Trial Use and Comment, American Society of Civil Engineers, May 1988.
12. *Remedial Design/Remedial Action (RD/RA) Handbook*, U.S. EPA, Office of Solid Waste and Emergency Response (OSWER) 9355.0-04B, EPA 540/R-95/059, June 1995.
13. *Scoping the Remedial Design* (Fact Sheet), OSWER Publ. 9355-5-21 FS, February 1995.
14. *Standards for the Construction Industry*, Code of Federal Regulations, Title 29, Part 1926, Occupational Health and Safety Administration.
15. *Standards for General Industry*, Code of Federal Regulations, Title 29, Part 1910, Occupational Health and Safety Administration.
16. *Superfund Guidance on EPA Oversight of Remedial Designs and Remedial Actions Performed by Potentially Responsible Parties*, EPA/540/G-90/001, April 1990.
17. *Superfund Response Action Contracts* (Fact Sheet), OSWER Publ. 9242.2-08FS, May 1993.
18. *Treatability Studies Under CERCLA*, Final. U.S. EPA, Office of Solid Waste and Emergency Response, EPA/540/R-92/071a, October 1992.
19. *Value Engineering* (Fact Sheet), U.S. EPA, Office of Solid Waste and Emergency Response, Publication 9355.5-03FS, May 1990.

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See the following guidance documents for more information on performance-based contracting:

20. *A Guide to Best Practices for Performance-Based Service Contracting*, Office of Federal Procurement Policy, April 1996.
21. *A Guide to Best Practices for Performance-Based Service Contracting*, Final Edition, Office of Federal Procurement Policy, October 1998.
22. *Performance-Based Contracting* (Fact Sheet), U.S. EPA, Office of Emergency and Remedial Response, Draft February 1999.
23. *Policy Letter 91-2*, To The Heads of Executive Agencies and Departments, April 9, 1991.

## Attachment 4 - Transmittal of Documents for Acceptance by EPA

TRANSMITTAL OF DOCUMENTS FOR ACCEPTANCE BY EPA		DATE:	TRANSMITTAL NO.
TO:		FROM:	G New Transmittal  G Resubmittal of Transmittal No. _____
SUBTASK NO.	DELIVERABLE	NO. OF COPIES	REMARKS
ACCEPTANCE ACTION			
DOCUMENTS FOUND ACCEPTABLE (LIST BY SUBTASK NO.)		NAME/TITLE/SIGNATURE OF REVIEWER   DATE	



# ORDER FOR SUPPLIES OR SERVICES

PAGE OF PAGES

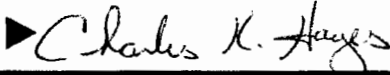
IMPORTANT: Mark all packages and papers with contract and/or order numbers.

1. DATE OF ORDER 11/20/09		2. CONTRACT NO. (If any) EP-S4-09-02		6. SHIP TO:	
3. ORDER NO. 0018		4. REQUISITION/REFERENCE NO. PR-R4-10-10022		a. NAME OF CONSIGNEE CHARLES E. SWAN, TOPO	
5. ISSUING OFFICE (Address correspondence to) U.S. EPA Region 4				b. STREET ADDRESS 61 FORSYTH STREET, SW	
				c. CITY ATLANTA	d. STATE GA
				e. ZIP CODE 30303	
7. TO:					
a. NAME OF CONTRACTOR BLACK & VEATCH SPECIAL PROJECTS CORP.				8. TYPE OF ORDER	
b. COMPANY NAME				<input type="checkbox"/> a. PURCHASE <input checked="" type="checkbox"/> b. TASK -- Except for billing instructions on the reverse, this task order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.	
c. STREET ADDRESS 6601 COLLEGE BOULEVARD				Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet, if any, including delivery as indicated.	
d. CITY Overland Park		e. STATE KS	f. ZIP CODE 66211		
9. ACCOUNTING AND APPROPRIATION DATA See Attached				10. REQUISITIONING OFFICE Same as Block 6	

11. BUSINESS CLASSIFICATION (Check appropriate box(es))

<input type="checkbox"/> a. SMALL	<input checked="" type="checkbox"/> b. OTHER THAN SMALL	<input type="checkbox"/> c. DISADVANTAGED	<input type="checkbox"/> d. WOMEN OWNED
12. F.O.B. POINT Same as Block 6		14. GOVERNMENT B/L NO.	15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date) 11/30/10
13. PLACE OF		16. DISCOUNT TERMS N/A	
a. INSPECTION Same as Block 6	b. ACCEPTANCE Same as Block 6		

17. SCHEDULE (See reverse for Rejections)

ITEM NO. (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	See Attached					
18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.		
21. MAIL INVOICE TO:						
a. NAME U.S. Environmental Protection Agency						
b. STREET ADDRESS (or P.O. Box) RTP-Finance Center (D143-02) 109 T.W. Alexander Drive						
c. CITY Durham		d. STATE NC	e. ZIP CODE 27711			
22. UNITED STATES OF AMERICA BY (Signature) 		23. NAME (Typed) CHARLES K. HAYES		TITLE: CONTRACTING/ORDERING OFFICER		
SEE BILLING INSTRUCTIONS ON REVERSE		17(h). TOT. (Cont. pages)				
		17(i). GRAND TOTAL				\$40,000.00

# Murray-Ohio Dump, Remedial Design, TO # 018-RDRD-0496

Contract: EP-S4-09-02, Task Order: 0018

Lead PR Number: PR-R4-10-10022

## Summary Information

Title: Murray-Ohio Dump, Remedial Design, TO #  
018-RDRD-0496  
Period of Performance: From: 11/20/09  
To: 11/30/10  
Award Date: 11/20/09  
Total Funding: \$40,000.00

## Accounting/Appropriation Data

POP	DCN	BFYS	Appr.#	Org	Program Element	Site/ Project	Cost Org	Obj Clss	Amount	P / C
Base	DT0004	10	T	4AD0P	302DD2C	0496RD01	C001	2505	\$40,000.00	P

## Funding Breakout

Acct.Info	Funding Category	Amount
FY2010 - DT0004	Cost Ceiling	\$40,000.00
Total:		\$40,000.00

## Procurement Management Roles

TASK ORDER PROJECT OFFICER:

U.S. E.P.A.  
Attn: CHARLES E. SWAN  
61 FORSYTH STREET, SW  
ATLANTA, GA 30303

Mail Code:  
Phone Number: 404-562-8848  
Fax Number:  
E-Mail Address: swan.charles@epa.gov

## Attachments

Attachment Name

Task Order Provisions

## Task Order Totals

Category	POP	Amount
Cost Ceiling	Base Pd.	\$40,000.00



## **Task Order Provisions**

Contract: EP-S4-09-02, Task Order: 0018

Lead PR Number: PR-R4-10-10022

### **Background**

This action initiates an Remedial Design (RD) task order for the Murray-Ohio Dump Superfund Site (018-RDRD-0496) in accordance with the attached statement of work and the terms and conditions of Clause G.8., Ordering Methods, of the basic contract.

### **Task Order Funding Ceiling**

An initial task order funding ceiling of \$40,000.00 is hereby established for a site visit, scoping meeting and the development of the RD task order work plan under Task 1 (Project Planning). The contractor shall acknowledge receipt of this task order within five (5) calendar days and shall prepare and forward to the Contracting Officer within twenty (20) business days after the scoping meeting and/or site visit, a written RD task order work plan proposal.

### **Task Order Incremental Funding**

The amount of task order funding currently available for Task 1 (Project Planning) is \$40,000.00. The contractor shall not make expenditures or incur obligations under this task order in excess of the funding ceiling price of \$40,000.00, except at the contractor's own risk.

When the contractor has reason to believe that the costs for this task order, which will accrue in the next thirty (30) days, will bring the total cost of this task order over seventy five (75) percent of the available funding specified in the task order, the contractor shall notify the Contracting Officer. Additional funding as needed shall be provided incrementally through a task order modification to fund the contractor's task order proposal.

### **EPA Contacts:**

#### **Task Order Project Officer**

Charles Swan  
(404) 562-8848

#### **Task Order Alternative Project Officer**

Meredith Clark  
(404) 562-8919

#### **Task Order COR**

Yvonne Jones  
(404) 562-8793

#### **Contracting Officer**

Charles Hayes  
(404) 562-8377

# **RAC II MODEL STATEMENT OF WORK FOR REMEDIAL DESIGN**

Murray-Ohio Dump, Lawrence County, Tennessee  
November 20, 2009

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**RAC II MODEL PERFORMANCE-BASED CONTRACTING  
STATEMENT OF WORK FOR  
REMEDIAL DESIGN**

Murray-Ohio Dump, Lawrence County, Tennessee  
November 20, 2009

**Contract No: EP-S4-09-02**

**Work Assignment/Task Order No: 018-RDRD-0496**

**Introduction**

**PURPOSE**

The purpose of this task order is to prepare a remedial design (RD) of the selected remedy as defined in the amended record of decision (AROD) issued on September 29, 2009. The AROD, issued on September 29, 2009, defines the selected remedy. This statement of work (SOW) sets forth the framework and requirements for conducting the RD activities at Murray-Ohio Dump Site. The RD is generally defined as those activities to be undertaken by the contractor to develop the final plans and specifications, general provisions, and special requirements necessary to translate the AROD into the remedy to be constructed under the remedial action (RA) phase. The RA is generally defined as the implementation phase of site remediation or construction of the remedy, including necessary operation and maintenance, performance monitoring, and special requirements. The RA is based on the RD to achieve the remediation goals specified in the ROD. The goal for completion of this task order is November 30, 2010.

**SITE DESCRIPTION AND SITE HISTORY**

The Murray-Ohio Dump Superfund Site (Site) is located in Lawrence County, Tennessee at approximately three miles southwest of the city limits of Lawrenceburg, Tennessee. The EPA is the lead agency for this Site, and the EPA Site Identification Number is TND980728836. The Site is comprised of two landfill areas covering 0.25 and 27 acres, respectively. The smaller 0.25-acre area to the northwest of the Site is known as the "1973 Disposal Area," and the eastern portion of this area is known as the "Post-1973 Disposal Area." The former "Overland Flow Area" is located downgradient and to the north of the Site.

The Murray-Ohio Manufacturing Company (Murray) disposed of paint and electroplating sludge generated from the production of lawn mowers, bicycles, toys, and other metal products in the landfill from 1963 until 1982. Murray originally placed liquid wastes and sludge-containing metals, including chromium, hexavalent chromium, nickel, and zinc, in open trenches to facilitate dewatering. After dewatering occurred, the trenches were backfilled with native soil. An estimated 3,000 cubic yards (cy) of waste were managed in this manner and covered between 1973 and 1982. As a result of these past site activities, ground water became contaminated from the infiltration of precipitation into waste and subsequent leaching to soil and ground water. Murray ceased disposal at the Site in December 1982.

The Site was listed in September 1983 on EPA's National Priorities List (NPL). At the direction of the Tennessee Department of Environment and Conservation (TDEC), early investigative work for the Site began in May 1984 and continued until the summer of 1989. After TDEC investigated and characterized the waste, EPA assumed the lead oversight role via an Administrative Order on Consent (AOC). In this March 1990 AOC, Murray agreed to fund Remedial Investigation/Feasibility Study (RI/FS) activities for the Site. The RI/FS, with oversight by EPA, was conducted from September 1990 to October 1993. The results of the RI indicated the presence of metals and volatile organic compounds in onsite groundwater, soil, seeps and the Northeast Branch surface water and sediment. Specifically, chromium, hexavalent chromium and nickel were determined to be the constituents of concern (COCs) at the Site. Concentrations of these constituents above background levels were not observed in Southwest Branch of Shoal Creek. In June 1994, EPA issued a Record of Decision (ROD) for the Site. The protection of surface water in Northeast Branch, source control and attenuation of contaminants in groundwater, and the elimination of direct contact with surface soil were the focus of the remedial action objectives. The primary components of the remedy included groundwater source control and natural attenuation with a multilayer cover system over the waste disposal areas; groundwater, seep and surface water monitoring; and engineering and institutional controls to limit access and

prevent future groundwater use. To further protect Shoal Creek, the ROD also included a contingency plan for the construction of a seep collection and treatment system.

The design of the selected cleanup remedies began in mid-1995 and was completed in March 1997. The remedial action activities were completed in 1998. Groundwater, seep and surface water monitoring began in January 1998. The first Five-Year review for the Site was completed on September 28, 2001. The findings of the 2001 Five-Year Review indicated the remedy at the Site was protective of human health. However, because of the continued exceedances of a number of seep and surface water criteria, there was a concern for impact to water quality and ecological receptors in the Northeast Branch and Shoal Creek. To address the concerns of the 2001 Five-Year Review, several modifications were made to the monitoring program and to the existing cover system. The modifications included an increase in the sampling frequency and the installation of permanent run off and erosion control structures. Through 2004, surface water and seep samples were analyzed on quarterly intervals, and groundwater monitoring was performed on an annual basis. As a result of Murray's bankruptcy in November 2003, the monitoring program and the maintenance of the landfill cap cover system (mowing and over-seeding) have been reduced. The second Five-Year Review for the Murray site began in February 2006 and was completed in September 2006.

Since September 2006, EPA and TDEC have conducted additional characterization and data evaluation of the ground water at the Site and the surface water in the Northeast Branch. The discharge poses impacts to the water quality and ecological receptors in the upper reaches of the Northeast Branch, but none downstream or in Shoal Creek. However, because of the continued seep and surface water exceedances of a number of surface water criteria, there is a continued concern for future impacts to the Northeast Branch. While the cap appears to have reduced COC concentrations in seep water discharge, EPA determined that an additional evaluation of remedial alternatives, including the contingency plan for the construction of a seep collection and treatment system stated in the 1994 ROD, was required to further protect the Northeast Branch and Shoal Creek.

Due to the topography of the Site, the contingency plan, as presented in the 1994 ROD, would require extensive land clearing operations and sizable land area to construct the leachate collection system, which could further impact the ecological receptors within the Northeast Branch. An additional evaluation of remedial alternatives was performed in order to address this issue. On September 29, 2009, EPA issued an AROD to reduce or eliminate risks to ecological receptors from contaminated surface water and aquatic sediment, and provide for completion of remedial actions at the Site. The remedial action described in AROD encompasses the remediation of both onsite and offsite contamination of surface water, aquatic sediment, and ground water associated with the Site. It also focuses on modifications to the primary landfill cap.

The major components of the selected remedy include the following:

- During stream restoration, plunge pools will be constructed in order to enhance oxidation reduction potential (ORP) and raise pH.
- Sediment contamination at "hot spot" locations within the Northeast Branch will be dredged, dewatered, and consolidated during stream restoration.
- Several wetlands will be constructed in order to sequester metals within the surface water and sediment.
- Naturally occurring bacteria will be grown and transplanted *ex situ* within the backfill material during restoration in order to alter the oxidation state of the metals within the sediment.
- Post-construction, the surface water and sediment will continue to be addressed through monitored natural recovery (MNR).
- Ground water contamination will be addressed through continued monitoring as stated in the 1994 ROD.
- Cap configuration, including re-evaluation and maintenance of the multi-layer cover system for the existing remedy presented in the 1994 ROD is also incorporated within this remedial strategy in order to ensure long term effectiveness and permanence of the ground water, surface water, and sediment.

## GENERAL REQUIREMENTS

This task order requires the contractor to complete the RD that supports the successful construction of a remedy that meets the objectives and performance criteria specified in the AROD issued on September 29, 2009. Conduct the RD in accordance with this SOW and consistently with the AROD issued on September 29, 2009, the *Remedial Design/Remedial Action (RD/RA) Handbook* (U.S. EPA Office of Solid Waste and Emergency

Response (OSWER), 9355.0-04B, EPA 540/R-95/059, June 1995), and all other guidance used by EPA in conducting an RD (Attachment 3). Furnish all necessary and appropriate personnel, materials, and services needed for, or incidental to, performing and completing the remedial design in accordance SOW requirements.

In performing this task order, prepare a design package, plans, and specifications to:

- Conduct stream restoration and construct plunge pools in order to enhance oxidation reduction potential (ORP) and raise pH.
- During stream restoration, dredge, dewater, and consolidate sediment contamination at "hot spot" locations within the Northeast Branch.
- Construct several wetlands in order to sequester metals within the surface water and sediment.
- Grow and transplant *ex situ* naturally occurring bacteria within the backfill material during restoration in order to alter the oxidation state of the metals within the sediment.
- Post-construction, continue to address the surface water and sediment through monitored natural recovery (MNR).
- Address ground water contamination through continued monitoring as stated in the 1994 ROD.
- Conduct cap configuration, including re-evaluation and maintenance of the multi-layer cover system for the existing remedy presented in the 1994 ROD in order to ensure long-term effectiveness and permanence of the ground water, surface water, and sediment.

This SOW and accompanying work breakdown structure (WBS) (Attachment 2) is provided as a format for the contractor to structure its proposed approach and cost estimate. Use the WBS in cost estimate preparation, and technical and cost tracking and reporting under this task order.

In conducting the task order, EPA expects the contractor to propose and implement the most appropriate and cost-effective procedures and methodologies using accepted engineering practices and controls. Throughout the performance of this task order, EPA expects the contractor to be responsible for performing services and providing products at the lowest reasonable cost. If the contractor fails to meet the requirements within the negotiated costs, the government may elect to provide the contractor with additional funds to complete the task order without providing any additional fee. If there are changes to the SOW by the government, the government will issue a formal amendment to the SOW and negotiate the cost of the amendment with the contractor to form a new cost estimate.

A summary of the potential major deliverables and proposed schedule for submittals is in Attachment 1. This summary and schedule can be used as the basis for the contractor's proposed deliverables and schedules included in the work plan. Submit the major deliverables using the Transmittal of Documents for Acceptance by EPA Form. (Attachment 4). The EPA Task Order Manager (TOM) will track deliverables submitted by the contractor using the Transmittal Register (Attachment 5).

Communicate at least weekly with TOM, either in face-to-face meetings or through conference calls. Document all decisions that are made in meetings and conversations with EPA. This documentation should be submitted to the TOM within five (5) working days of the meeting or conversation.

EPA will provide oversight of contractor activities throughout the RD. EPA review and approval of deliverables is a tool to assist this process and to satisfy, in part, EPA's responsibility to provide effective protection of public health, welfare, and the environment. EPA will review deliverables to assess the likelihood that the RD will achieve its remediation goals and that its performance and operations requirements have been correctly identified. Acceptance of plans and specifications by EPA does not relieve the contractor from responsibility for the adequacy of the design or its professional responsibilities.

#### RECORD KEEPING REQUIREMENTS

Maintain all technical and financial records for the RD in accordance with the contract. At the completion of the task order, submit an official record of the RD in both compact disk and a hardcopy to the TOM providing the deliverables using electronic media.

## US EPA PRIMARY CONTACT

The primary contact for this task order is Yvonne Jones. She may be reached at (404) 562-8793, via facsimile at (404)562-8788, or via e-mail at [jones.yvonneo@epa.gov](mailto:jones.yvonneo@epa.gov). Her mailing address is US EPA Region 4, Superfund Division, SRSEB, Section A, Atlanta, GA 30303. The secondary contact is the TOM's Manager, Nestor Young. He can be reached at (404)562-8812, via facsimile (404)562-8788, or via e-mail at [young.nestor@epa.gov](mailto:young.nestor@epa.gov). His mailing address is same as above.

## TASK ORDER COMPLETION DATE AND PROJECT CLOSEOUT

The goal is to complete this task order by November 30, 2010. At the completion of the task order, perform all necessary project closeout activities as specified in the contract. These activities include closing out any subcontracts, indexing and consolidating project records and files as required above, and providing a technical and financial closeout report to EPA.

## RD Work Planning

### WORK PLAN

WBS: 1.1

Prepare and submit a RD work plan that includes a detailed description of implementation activities, performance monitoring, and overall management strategy, including optimization, for the RD. Typical activities involved in preparing the work plan include, but are not limited to, the following:

- Contacting the Task Order Manager (TOM) within five (5) calendar days after receipt of the task order to schedule the scoping meeting to be held at the U.S. EPA Region 4 Office in Atlanta, Georgia.
- Preparing and submitting a final RD work plan within 20 business days after the scoping meeting and/or site visit. The work plan shall include a detailed description of the technical approach for the RD activities in accordance with the AROD. Specify the necessary procedures, inspections, deliverables, and schedules. Include a comprehensive implementation management schedule for completion of each major activity and submittal.
- Preparing the estimated cost to complete the task order, including subcontractor costs, for each element of the SOW; providing a breakdown of the cost by task and subtask levels, in accordance with the contract work breakdown structure (WBS). Ensuring design cost does not exceed the 6 percent design limitation cost of construction.
- Negotiating and preparing a revised work plan, if the contractor fails to meet the Regions minimum standards. Note that EPA does not anticipate a need to re-negotiate with the contractor nor to require the contractor to revise the work plan. Contractor costs associated with the preparation of the revised work plan and cost estimate shall be paid by the government but shall not bear fee.

### SITE-SPECIFIC PLANS

WBS: 1.2

Review all existing site-specific plans and prepare, update, and/or maintain plans, as necessary, for RD implementation. Incorporate the plans and procedures received from any subcontractor(s) into the overall site plans. Should the contractor fail to meet the required standards in accordance with the appropriate legal, regulatory, and EPA guidance, prepare revised site-specific plans. This shall include, but are not limited to, the following:

- Site Management Plan.
- Sampling and Analysis Plan (SAP) in accordance with 40 CFR 300.415(b)(4)(ii).
- Contingency Plan.

- Site-specific Health and Safety Plan (HSP) that specifies employee training, protective equipment, medical surveillance requirements, standard operating procedures, and a contingency plan in accordance with 29 CFR 1910.120(l)(1) and (l)(2). NOTE: The RI/FS HSP may be modified for use if appropriate.

## **Project Management and Reporting**

### **PROJECT MANAGEMENT**

WBS: 1.4

- Perform activities required to effectively manage the task order. These activities typically include, but are not limited to, the following:
- Monitoring costs and progress.
- Preparing and submitting monthly progress reports that document monthly and cumulative cost, performance status, and technical progress.
- Preparing and submitting monthly invoices in accordance with the level of detail as specified in the contract.
- Managing, tracking, and reporting status of site-specific equipment.
- Participating in meetings and preparing and submitting meeting summaries.
- Accommodating any external audit or review mechanism that EPA requires.
- Evaluating existing data, including usability, when directed by EPA.
- Coordinating with local and emergency response teams.
- Reviewing background documents as directed by EPA.
- Reviewing and updating the sustainability plan for the Site to address EPA comments.
- Attending EPA-held training.

### **PROJECT INITIATION**

WBS: 1.5

- Perform project initiation and support that will lead to the design of a remedy that eliminates, reduces, or controls risks to human health and the environment. Typical activities include, but are not limited to, the following:
- Developing an EPA-approved laboratory quality assurance program that provides oversight of in-house and subcontracted laboratories through periodic performance evaluation sample analyses and/or on-site audits of operations and has a system of corrective actions to be used in cases where performance does not meet the standards of the program.
- Developing/reviewing qualifications of the laboratory for the given analytical requirements.
- Procuring, managing, and providing oversight of pool and team subcontracts for analytical services.

### **COMMUNITY INVOLVEMENT (CR)**

WBS: 2

If required, perform community involvement activities in support of EPA throughout the RD in accordance with the *National Oil and Hazardous Substances Pollution Contingency Plan* (NCP, 40 CFR Part 300) and the *Community Relations in Superfund - A Handbook*, (U.S. EPA, Office of Emergency and Remedial Response, OSWER Directive No. 9230.0-3C, January 1992). These tasks include, but are not limited to, the following:

- Conducting community interviews.
- Developing the Community Involvement Plan (CIP).
- Providing public meeting and/or open house support.
- Preparing fact sheets, notices and other informational documents.
- Providing public hearing support.
- Publishing public notices in local newspapers serving the site community.
- Preparing presentation materials.
- Implementing other community involvement activities as identified by the site-specific CIP or EPA. Such as creating and hosting an interactive, content-managed web site. The purpose of the web site is two-fold: 1) to inform and allow interaction with the public via the use of standard web content, downloadable documents and web-based forums; 2) to provide on-line tools and information to non-public users via both open and secure content areas, script-based tools and downloadable documents. If required, the content of the web site may be management by the contractor.
- Providing technical support to review Community Involvement deliverables and participate in public meetings.

### **Preliminary Design Package**

#### **FIELD INVESTIGATION/DATA ACQUISITION (FI)**

WBS: 3

Acquire additional data to support remedial activities. The results of this effort as well as previous studies shall be used to define contaminant levels, other physical/chemical properties, and volume. Typical activities include, but are not limited to, the following:

- Environmental survey.
- Mobilization/demobilization.
- Test boring and monitoring well installation and development.
- Soil boring, drilling, and testing.
- Environmental sampling.
  - Groundwater sampling
  - Surface soil sampling
  - Soil boring/permeability sampling
  - Surface water and sediment sampling
  - Air monitoring
  - Biota sampling
- Physical/chemical testing (for treatment, handling or disposal).
- Field generated waste characterization and disposal in accordance with local, State and Federal regulations



## SAMPLE ANALYSIS (SN)

WBS: 4

Analyze samples taken to document and confirm sampling results and performance. A variety of mechanisms may be used to implement this task including: field screening using mobile facilities or field portable equipment, the Contract Laboratory Program (CLP), laboratories procured under subpool or team subcontracts, the Regional Environmental Services Division (ESD), the Environmental Response Team (ERT) laboratory, or regionally procured laboratories.

## ANALYTICAL SUPPORT AND DATA VALIDATION (AN)

WBS: 5

- Schedule, coordinate, track, and oversee sample analyses and validate analytical data. Typical activities include, but are not limited to, the following:
- Collecting, preparing, and shipping environmental samples in accordance with the Field Sampling Plan (FSP). The following types of sampling shall be required:
  - Field screening
  - Ground water sampling
  - Surface and subsurface soil sampling
  - Surface water and sediment sampling
  - Air monitoring and sampling
  - Biota sampling
  - Other types of media sampling and screening
- Developing data quality objectives (DQO) for each sampling event; these DQOs shall be the determinative factor for assessing the success or failure of the sampling.
- Requesting, obtaining, and performing oversight of analytical services in compliance with EPA requirements.
- Coordinating with the EPA Sample Management Office (SMO), the Regional Sample Control Coordinator (RSCC), and/or the Environmental Services Division (ESD) regarding analytical support, data validation, and quality assurance issues.
- Implementing the EPA-approved laboratory quality assurance program that provides oversight of in-house and subcontracted laboratories through periodic performance evaluation sample analyses and/or on-site audits of operations and has a system of corrective actions.
- Providing sample management including chain of custody procedures, information management, sample retention, and 10-year data storage.
- Performing data validation, the process by which the quality of the data, the defensibility of the data, and the chain of custody are verified. Performing data validation in accordance with Regional guidelines.
- Reviewing data for usability for its intended purpose.
- Providing reports on data validation and usability.

## DATA EVALUATION (DE)

WBS: 6

Compile analytical and field data. Provide data in format that is compatible with Regional or National electronic data management network. Typical activities include, but are not limited to, the following:

- Data usability evaluation and field quality assurance/quality control (QA/QC).
- Data Reduction and Tabulation.

- Data trend evaluation and/or modeling (hydrogeological assessment) and submission of Technical Memorandum.

#### TREATABILITY STUDY/PILOT TESTING (TT)

WBS: 7

Conduct laboratory screening, bench-scale and pilot-scale treatability studies to determine the suitability of remedial technologies or alternatives to site conditions and problems. Typical activities include, but are not limited to, the following:

- Providing test facility and equipment.
- Testing and operating equipment.
- Retrieving sample for testing.
- Preparing Technical Memorandum.
- Characterizing and disposing of residuals in accordance with local, State, and Federal regulations.

#### PRELIMINARY DESIGN (PD)

WBS: 8

- Prepare the preliminary design. Typical components include, but are not limited to, the following:
- Recommended project delivery strategy and scheduling, including project acceleration strategies.
- Preliminary construction schedule.
- Outline of General Specifications.
- Preliminary drawings.
- Design Criteria Report.
- Basis of Design Report.
- Preliminary RA and O&M cost estimates (+50 percent and -30 percent accuracy) prepared through the use of M-CACES Gold Cost Engineering System for Remedial Action.
- Technical Support to EPA/State/U.S. Army Corps of Engineers (USACE) in Land Acquisition.
- Results of Value Engineering (VE) screening (including a sustainability assessment).

#### INTERMEDIATE DESIGN (ID)

WBS: 10

Prepare the intermediate design. Typical components include, but are not limited to, the following:

- Updated RA schedule.
- Intermediate specifications.
- Intermediate drawings.
- Intermediate Design Criteria Report.
- Intermediate Basis of Design Report.

- Revised RA and O&M cost estimates (+30 percent and -15 percent accuracy for simple projects and +40 and -20 percent for complex projects) prepared through the use of M-CACES Gold Cost Engineering System for Remedial Action.
- An intermediate design review/briefing for EPA.
- Results of Value Engineering (VE) study if VE screening identified potential project savings.

#### EQUIPMENT/SERVICES/UTILITIES (ES)

WBS: 9

Acquire long-lead equipment, services, and/or utilities identified during the preliminary design phase.

#### REUSE PLANNING (RV)

WBS: 12

Assist in the review and evaluation of reuse plans and redevelopment plans submitted to ensure long-term protectiveness of the RD and remedy.

### **Pre-Final Design Package**

#### PRE-FINAL/FINAL DESIGN (FD)

WBS: 11

- Prepare the Pre-final/Final Design. Typical components include, but are not limited to, the following:
- Subcontract award document.
- Pre-final/Final Design Specifications.
- Pre-final/Final Drawings and Schematics.
- Pre-final/Final Design Criteria Report.
- Pre-final/Final Basis of Design Report.
- Pre-final/Final Construction Quality Assurance Plan.
- Draft O&M Manual.
- Relevant Appendices.
- Complete RA Solicitation Package.
- Pre-final/Final Revised RA and O&M cost estimates (+15 percent and -5 percent accuracy) prepared through the use of M-CACES Gold Cost Engineering System for Remedial Action.
- A pre-final/final design review/briefing for EPA.
- Biddability (offerability), operability, constructability, claims prevention, and environmental compliance reviews.
- Revised Project Delivery Strategy.
- 100% design submittal, which shall include the final plans and specifications in reproducible format, final cost estimate, and a schedule of the overall Remedial Action.

## Final Design Package

### POST REMEDIAL DESIGN SUPPORT (DS)

WBS: 13

Solicit the procurement, evaluate offers received, and inform the EPA Contracting Officer of the best qualified/cost effective offer. (Award of the contract will be part of Remedial Action Task Order.) Specific activities include, but are not limited to, the following:

- Pre-bid (Pre-Solicitation) Activities.
  - Duplication and distribution of contract documents
  - Advertising/soliciting of bids
  - Issuing addenda
  - Pre-bid (pre-solicitation) meetings
  - Resolution of bidder (offeror) inquiries
  - On-site visits
  - Compilation of contract documents
  - Resolicit bids/offers and repackage documents if necessary
- Pre-award Activities.
  - Receipt of bids (offers)
  - Determination of responsive, responsible bidders (offerors)
  - Bid (offer) tabulation
  - Bid (offer) analysis
  - Receipt of follow-up items from lowest responsible bidder (offeror)
  - Review of EEO, MBE requirements, SDB subcontracting plans, etc.
  - Reference checks
  - Request for consent from EPA
- Preparation of final design fact sheet.

Before remedial action field activities begin, update or write, if necessary, site-specific plans. The existing plans developed for the RD, amended at the direction of the EPA TOM, shall be used if appropriate. Plans that establish procedures to be followed by the contractor in performing field, laboratory and analysis work in addition to community and agency liaison activities, may be reviewed by the RD contractor. Typical plans reviewed include, but are not limited to, the following:

- Site Management Plan.
- Sampling and Analysis Plan (SAP).
- Health and Safety Plan (HASP).
- Construction Quality Assurance Plan.
- Contingency Plan.

### TASK ORDER CLOSEOUT (CO)

WBS: 14

- Perform the necessary activities to close out the task order in accordance with contract requirements. Typical activities include but are not limited to, the following:
  - Packaging and returning documents to the government.
  - Duplicating/distribution/storage of files.
  - Archiving files in accordance with Federal Record Center requirements.

- Preparing microfiche/microfilm/optical disk or other EPA-approved data storage technology.
- Preparing the closeout report in accordance with Regional guidance or other procedures as specified in the work assignment/task order. If the final hours/budget is greater than +/- 10% of the original approved work plan/task order hours/budget, the Task Order Closeout Report (TOCR) must describe the circumstances that explain why this occurred.

**Attachment 1 - Summary of Major Submittals for the Remedial Design at Murray-Ohio Dump Site**

<b>DELIVERABLE</b>	<b>NO. OF COPIES</b>	<b>DUE DATE (calendar days)</b>	<b>EPA REVIEW PERIOD</b>
Remedial Design Work Plan	3	20 business days after scoping meeting and/or site visit	30 days after receipt
Site Management Plan (SMP)	3	45 days after approval of RD work plan	21 days after receipt
Quality Assurance Project Plan (QAPP)	3	90 days after TO initiation	21 days after receipt
Field Sampling Plan (FSP)	3	90 days after TO initiation	21 days after receipt
Health and Safety Plan (HASP)	3	90 days after TO initiation	21 days after receipt
Community Relations Plan (CRP)	3	90 days after TO initiation (If Required by EPA)	21 days after receipt
Fact Sheets	3	As needed	10 days after receipt of fact sheet
Preliminary Design	3	60 days after RD work plan approved	50 days after receipt
Intermediate Design	3	60 days after preliminary design approved	50 days after receipt of int. plans & specs
Prefinal Design Package	3	30 days after intermediate design approved	50 days after receipt of plans & specs
Final Design Package	3	30 days after prefinal design comments received	NA
Remedial Action Contract Documents	3	15 days after final design approved	21 days after receipt of RA documents

## **Attachment 2 - Work Breakdown Structure (WBS) for Remedial Design (RD)**

### **Task 1 Project Planning and Support**

**(PP)**

- 1.1 Project planning.
  - 1.1.1 Attend scoping meeting.
  - 1.1.2 Conduct site visit.
  - 1.1.3 Develop Work Plan and cost estimate
  - 1.1.4 Negotiate Work Plan and Cost Estimate.
  - 1.1.5 Provide conflict of interest disclosure.
- 1.2 Prepare, review, and revise the site-specific plans required to implement the RD at the site.
  - 1.2.1 Site Management Plan (SMP).
  - 1.2.2 Contingency Plan.
  - 1.2.3 Prepare a Sampling and Analysis Plan (SAP).
  - 1.2.4 Prepare a site-specific Health and Safety Plan (HSP) that specifies employee training, protective equipment, medical surveillance requirements, standard operating procedures, and a contingency plan in accordance with 29 CFR 1910.120(l)(1) and (l)(2). NOTE: The RI/FS HSP may be modified for use if appropriate.
- 1.4 Project management.
  - 1.4.1 Monitor costs and prepare periodic status reports.
  - 1.4.2 Participate in meetings/communicate routinely/prepare meeting notes.
  - 1.4.3 Manage, track, and report status of site-specific equipment.
  - 1.4.4 Accommodate any external audit or review mechanism that EPA shall require.
  - 1.4.5 Evaluate existing data, including usability, when directed by EPA.
  - 1.4.6 Coordinate with local and emergency response teams.
  - 1.4.7 Review background documents and update the sustainability plan as directed by EPA.
  - 1.4.8 Attend EPA-held training.
- 1.5 Project initiation and support.
  - 1.5.1 Develop an EPA-approved laboratory quality assurance program.
  - 1.5.2 Develop/review qualifications of the laboratory for the given analytical requirements.
  - 1.5.3 Procure, manage, and provide oversight of subcontracts for analytical services.

### **Task 2 Community Involvement**

**(CR)**

- 2.1 Conduct community interviews.
- 2.2 Prepare Community Involvement Plan (CIP).
- 2.3 Provide public meeting and/or open house support.
- 2.4 Prepare fact sheets, notices and other informational documents.
- 2.6 Provide public hearing support.
- 2.7 Publish public notices in local newspapers serving the site community.
- 2.11 Prepare presentation materials.
- 2.12 Implementation of other Community Involvement activities as identified by the site-specific Community Involvement Plan or EPA. Such as creating and hosting an interactive, content-managed web site. The purpose of the web site is two-fold: 1) to inform and allow interaction with the public via the use of standard web content, downloadable documents and web-based forums; 2) to provide on-line tools and information to non-public users via both open and secure content areas, script-based tools and downloadable documents. If required, the content of the web site may be management by the contractor.
- 2.13 Provide technical support to review Community Involvement deliverables and participate in public meetings.

### **Task 3 Field Investigation/Data Acquisition**

**(FI)**

- 3.1 Environmental survey.
- 3.2 Mobilization/demobilization.
- 3.3 Test boring and monitoring well installation and development.
- 3.4 Soil boring, drilling, and testing.
- 3.5 Environmental sampling.
- 3.6 Physical/chemical testing (for treatment, handling or disposal).
- 3.7 Field-generated waste characterization and disposal in accordance with local, state and federal regulations.

**Task 4 Sample Analysis****(SN)**

- 4.1 Sample analyses and production of analytical data.

**Task 5 Analytical Support and Data Validation****(AN)**

- 5.1 Collect, prepare, and ship environmental samples in accordance with the Field Sampling Plan (FSP).
  - 5.1.1 Field screening.
  - 5.1.2 Ground water sampling.
  - 5.1.3 Surface and subsurface soil sampling.
  - 5.1.4 Surface water and sediment sampling.
  - 5.1.5 Air monitoring and sampling.
  - 5.1.6 Biota sampling.
  - 5.1.7 Other types of media sampling and screening.
- 5.2 Develop performance or acceptance criteria (such as data quality objectives (DQO)) for each sampling event; these criteria shall be the determinative factor for assessing the success or failure of the sampling.
- 5.3 Request, obtain, and perform oversight of analytical services in compliance with EPA requirements.
- 5.4 Coordinate with the EPA Sample Management Office (SMO), the Regional Sample Control Coordinator (RSCC), and/or the Environmental Services Division (ESD) regarding analytical support, data validation, and quality assurance issues.
- 5.5 Implement the EPA-approved laboratory quality assurance program that provides oversight of in-house and subcontracted laboratories through periodic performance evaluation sample analyses and/or on-site audits of operations and has a system of corrective actions.
- 5.6 Provide sample management including chain of custody procedures, information management, sample retention, and 10-year data storage.
- 5.7 Perform data validation, the process by which the quality of the data, the defensibility of the data, and the chain of custody are verified. Perform data validation in accordance with Regional guidelines.
- 5.8 Review data for usability for its intended purpose.
- 5.9 Provide reports on data validation and usability.

**Task 6 Data Evaluation****(DE)**

- 6.1 Combine analytical and field data, providing data in a format that is compatible with Regional or national electronic data management network. Perform data trend evaluation and/or modeling (hydrogeological assessment) and submission of Technical Memorandum.
  - 6.1.1 Data usability evaluation and field quality assurance/quality control (QA/QC).
  - 6.1.2 Data reduction and tabulation.

**Task 7 Treatability Study/Pilot Testing****(TT)**

- 7.1 Provide test facility and equipment.
- 7.2 Test and operate equipment.
- 7.3 Retrieve sample for testing.
- 7.4 Prepare Technical Memorandum.
- 7.5 Characterize and dispose of residuals in accordance with Local, State and Federal Regulations.

**Task 8 Preliminary Design****(PD)**

- 8.1 Prepare preliminary design.
  - 8.1.1 Recommended project delivery strategy and scheduling, including project acceleration strategies.
  - 8.1.2 Preliminary construction schedule.
  - 8.1.3 Outline of General Specifications.
  - 8.1.4 Preliminary drawings.
  - 8.1.5 Design Criteria Report.
  - 8.1.6 Basis of design report.
  - 8.1.7 Preliminary RA and O&M cost estimates.
  - 8.1.8 Technical Support to EPA/State/USACE in Land Acquisition.
  - 8.1.9 Results of Value Engineering (VE) screening (including a sustainability assessment).



8.1.10 Data trend evaluation and/or modeling and submission of Technical Memorandum.

**Task 9 Equipment/Services/Utilities**

**(ES)**

9.1 Acquire long-lead equipment, services, and/or utilities identified during the preliminary design phase.

**Task 10 Intermediate Design**

**(ID)**

10.1 Prepare intermediate design.

10.1.1 Updated RA schedule.

10.1.2 Intermediate specifications.

10.1.3 Intermediate drawings.

10.1.4 Intermediate Design Criteria Report.

10.1.5 Intermediate Basis of design report.

10.1.6 Revised RA and O&M cost estimates.

10.1.7 An intermediate design review/briefing for EPA.

10.1.8 Results of Value Engineering (VE) study if VE screening identified potential project savings.

**Task 11 Pre-Final/Final Design**

**(FD)**

11.1 Subcontract award document.

11.2 Pre-final/final design specifications.

11.3 Pre-final/final drawings and schematics.

11.4 Pre-final/final Design Criteria Report.

11.5 Pre-final/final Basis of design report.

11.6 Pre-final/final Construction Quality Assurance Plan.

11.7 Draft O&M Manual.

11.8 Relevant Appendices.

11.9 Complete RA Solicitation Package.

11.10 Pre-final/final Revised RA and O&M cost estimates (+15 percent and -5 percent accuracy) prepared through the use of M-CACES Gold Cost Engineering System for Remedial Action.

11.11 A pre-final/final design review/briefing for EPA.

11.12 Biddability (offerability), operability, constructability, claims prevention, and environmental compliance reviews.

11.13 Revised Project Delivery Strategy.

11.14 100% design submittal.

**Task 12 Reuse Planning**

**(RV)**

12.1 Provide technical support in review and evaluation of reuse plans and redevelopment plans submitted to ensure long-term protectiveness of the remedy.

**Task 13 Post Remedial Design Support**

**(DS)**

13.1 Pre-bid (pre-solicitation) activities.

13.1.1 Duplication and distribution of contract documents.

13.1.2 Advertising/soliciting of bids.

13.1.3 Issuing addenda.

13.1.4 Pre-bid (pre-solicitation) meetings.

13.1.5 Resolution of bidder (offeror) inquiries.

13.1.6 On-site visits.

13.1.7 Compilation of contract documents.

13.1.8 Resolicit bids/offers and repackage documents if necessary.

13.2 Pre-award activities.

13.2.1 Receipt of bids (offers).

13.2.2 Determination of responsive, responsible bidders (offerors).

13.2.3 Bid (offer) tabulation.

13.2.4 Bid (offer) analysis.

13.2.5 Receipt of follow-up items from lowest responsible bidder (offeror).

13.2.6 Review of EEO, MBE requirements, SDB subcontracting plans, etc.

- 13.2.7 Reference checks.
- 13.2.8 Request for consent from EPA.
- 13.3 Prepare final design fact sheet.
- 13.4 Update site-specific plans.
  - 13.4.1 Modify Site Management Plan (if necessary).
  - 13.4.2 Modify Sampling and Analysis Plan (if necessary).
  - 13.4.3 Modify Health and Safety Plan (if necessary).
  - 13.4.4 Prepare Construction Quality Assurance Plan.

**Task 14 Task Order Closeout**

**(CO)**

- 14.1 Package and return documents to the government.
- 14.2 Duplicate, distribute, and store files.
- 14.3 Archive files in accordance with Federal Record Center requirements.
- 14.4 Produce microfiche/microfilm/optical disk or other EPA-approved storage format.
- 14.5 Prepare the Task Order Closeout Report (TOCR).

### Attachment 3 - Regulations and Guidance Documents

The following list, although not comprehensive, consists of many of the regulations and guidance documents that apply to the RD process:

1. CERCLA Compliance with Other Laws Manual, Two Volumes, U.S. EPA, Office of Emergency and Remedial Response, August 1988 (DRAFT), OSWER Directive No. 9234.1-01 and -02.
2. Community Relations in Superfund - A Handbook, U.S. EPA, Office of Emergency and Remedial Response, January 1992, OSWER Directive No. 9230.0-3C.
3. The Data Quality Objectives Process for Superfund: Interim Final Guidance, U.S. EPA, EPA/540/R-93/071, September 1993.
4. Federal Acquisition Regulation, Washington, DC: U.S. Government Printing Office (revised periodically).
5. Guidance on Expediting Remedial Design and Remedial Actions, EPA/540/G-90/006, August 1990.
6. Guidance on Remedial Actions for Contaminated Ground Water at Superfund Sites, U.S. EPA Office of Emergency and Remedial Response (DRAFT), OSWER Directive No. 9283.1-2.
7. Guide to Management of Investigation-Derived Wastes, U.S. EPA, Office of Solid Waste and Emergency Response, Publication 9345.3-03FS, January 1992.
8. Interim Guidance on Compliance with Applicable of Relevant and Appropriate Requirements, U.S. EPA, Office of Emergency and Remedial Response, July 9, 1987, OSWER Directive No. 9234.0-05.
9. National Oil and Hazardous Substances Pollution Contingency Plan; Final Rule, Federal Register 40 CFR Part 300, March 8, 1990.
10. Permits and Permit Equivalency Processes for CERCLA On-Site Response Actions, February 19, 1992, OSWER Directive 9355.7-03.
11. Procedures for Completion and Deletion of NPL Sites, U.S. EPA, Office of Emergency and Remedial Response, April 1989, OSWER Directive No. 9320.2-3A.
12. Quality in the Constructed Project: A Guideline for Owners, Designers and Constructors, Volume 1, Preliminary Edition for Trial Use and Comment, American Society of Civil Engineers, May 1988.
13. *Remedial Design/Remedial Action (RD/RA) Handbook*, U.S. EPA, Office of Solid Waste and Emergency Response (OSWER), 9355.0-04B, EPA 540/R-95/059, June 1995.
14. Scoping the Remedial Design (Fact Sheet), February 1995, OSWER Publ. 9355-5-21 FS.
15. Standards for the Construction Industry, Code of Federal Regulations, Title 29, Part 1926, Occupational Health and Safety Administration.
16. Standards for General Industry, Code of Federal Regulations, Title 29, Part 1910, Occupational Health and Safety Administration.
17. Superfund Guidance on EPA Oversight of Remedial Designs and Remedial Actions Performed by Potentially Responsible Parties, April 1990, EPA/540/G-90/001.
18. Superfund Response Action Contracts (Fact Sheet), May 1993, OSWER Publ. 9242.2-08FS.
19. Treatability Studies Under CERCLA, Final. U.S. EPA, Office of Solid Waste and Emergency Response, EPA/540/R-92/071a, October 1992.
20. Value Engineering (Fact Sheet), U.S. EPA, Office of Solid Waste and Emergency Response, Publication 9355.5-03FS, May 1990.

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See the following guidance documents for more information on performance-based contracting:

10. A Guide to Best Practices for Performance-Based Service Contracting, Office of Federal Procurement Policy, April 1996.
11. A Guide to Best Practices for Performance-Based Service Contracting, Final Edition, Office of Federal Procurement Policy, October 1998.
12. Performance-Based Contracting (Fact Sheet), U.S. EPA, Office of Emergency and Remedial Response, Draft February 1999.
13. Policy Letter 91-2, To The Heads of Executive Agencies and Departments, April 9, 1991.

## Attachment 4 - Transmittal Of Documents For Acceptance By EPA

TRANSMITTAL OF DOCUMENTS FOR ACCEPTANCE BY EPA		DATE:	TRANSMITTAL NO.
TO:		FROM:	G New Transmittal G Re-submittal of Transmittal No. <hr/>
SUBTASK NO.	DELIVERABLE	NO. OF COPIES	REMARKS
ACCEPTANCE ACTION			
DOCUMENTS FOUND ACCEPTABLE (LIST BY SUBTASK NO.)		NAME/TITLE/SIGNATURE OF REVIEWER	
		DATE	

### Attachment 5 - Transmittal Register

TRANSMITTAL REGISTER								
PROJECT TITLE AND LOCATION				CONTRACT NO.			WORK ASSIGNMENT NO.	
Subtask No.	DELIVERABLE	No. of Copies	Due Date	Transmittal No.	Date Received	Date Comments Sent to Contractor	EPA Acceptance Date	REMARKS



ORDER FOR SUPPLIES OR SERVICES						PAGE    OF    PAGES
<b>IMPORTANT:</b> Mark all packages and papers with contract and/or order numbers.						
1. DATE OF ORDER 12/10/09		2. CONTRACT NO. (if any) EP-S4-09-02		6. SHIP TO:		
3. ORDER NO. 0024		4. REQUISITION/REFERENCE NO. PR-R4-10-10048		a. NAME OF CONSIGNEE CHARLES E. SWAN, TOPO		
5. ISSUING OFFICE (Address correspondence to) U.S. EPA Region 4				b. STREET ADDRESS 81 FORSYTH STREET, SW		
7. TO:				c. CITY ATLANTA		d. STATE GA
				e. ZIP CODE 30303		
a. NAME OF CONTRACTOR BLACK & VEATCH SPECIAL PROJECTS CORP.				8. TYPE OF ORDER		
b. COMPANY NAME				[ ] a. PURCHASE REFERENCE YOUR:		
c. STREET ADDRESS 6601 COLLEGE BOULEVARD				[X] b. TASK -- Except for billing instructions on the reverse, this task order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.		
d. CITY Overland Park		e. STATE KS		f. ZIP CODE 66211		
9. ACCOUNTING AND APPROPRIATION DATA See Attached				10. REQUISITIONING OFFICE Same as Block 6		
11. BUSINESS CLASSIFICATION (Check appropriate box(es))						
<input type="checkbox"/> a. SMALL <input checked="" type="checkbox"/> b. OTHER THAN SMALL <input type="checkbox"/> c. DISADVANTAGED <input type="checkbox"/> d. WOMEN OWNED						
12. F.O.B. POINT Same as Block 6				14. GOVERNMENT B/L NO.		15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date) 12/31/2010
13. PLACE OF				16. DISCOUNT TERMS N/A		
a. INSPECTION Same as Block 6		b. ACCEPTANCE Same as Block 6				
17. SCHEDULE (See reverse for Rejections)						
ITEM NO. (a)	SUPPLIES OR SERVICES (b)			QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)
	See Attached					
18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.		
21. MAIL INVOICE TO:						17(h). TOT. (Cont. pages)
a. NAME U.S. Environmental Protection Agency						
b. STREET ADDRESS (or P.O. Box) RTP-Finance Center (D143-02) 109 T.W. Alexander Drive						
c. CITY Durham				d. STATE NC		e. ZIP CODE 27711
22. UNITED STATES OF AMERICA BY (Signature)						23. NAME (Typed) CHARLES K. HAYES
						TITLE: CONTRACTING/ORDERING OFFICER
SEE BILLING INSTRUCTION ON REVERSE						17(i). GRAND TOTAL \$20,000.00

# Palmetto Wood Preserving, Remedial Action, TO #024-RARA-04B7

Contract: EP-S4-09-02, Task Order: 0024

Lead PR Number: PR-R4-10-10048

## Summary Information

Title: Palmetto Wood Preserving, Remedial Action, TO  
#024-RARA-04B7  
Period of Performance: From: 12/10/09  
To: 12/31/10  
Award Date: 12/10/09  
Total Funding: \$20,000.00

## Accounting/Appropriation Data

POP	DCN	BFYS	Appr.#	Org	Program Element	Site/ Project	Cost Org	Obj Clss	Amount	P /
Base	DT0015	10	T	4AD0R	302DD2C	04B7LR02	C001	2505	\$20,000.00	C

## Funding Breakout

Acct.Info	Funding Category	Amount
FY2010 - DT0015	Cost Ceiling	\$20,000.00
Total:		\$20,000.00

## Procurement Management Roles

### TASK ORDER PROJECT OFFICER:

U.S. E.P.A.  
Attn: CHARLES E. SWAN  
61 FORSYTH STREET, SW  
ATLANTA, GA 30303

Mail Code:  
Phone Number: 404-562-8488  
Fax Number:  
E-Mail Address: swan.charles@epa.gov

### ALTERNATE TASK ORDER PROJECT OFFICER:

U.S. E.P.A.  
Attn: MEREDITH CLARK  
61 FORSYTH STREET, SW  
ATLANTA, GA 30303

Mail Code:  
Phone Number: 404-562-8919  
Fax Number:  
E-Mail Address: clark.meredith@epa.gov

## Attachments

Attachment Name

Task Order Provisions

## Task Order Totals

Category	POP	Amount
Cost Ceiling	Base Pd.	\$20,000.00



## **Task Order Provisions**

Contract: EP-S4-09-02, Task Order: 0024

Lead PR Number: PR-R4-10-10048

### **Background**

This action initiates a new Remedial Action (RA) task order for the Palmetto Wood Preserving (024-RARA-04B7) in accordance with the attached statement of work and the terms and conditions of Clause G.8., Ordering Methods, of the basic contract.

### **Task Order Funding Ceiling**

An initial task order funding ceiling of \$20,000.00 is hereby established for a site visit, scoping meeting and the development of the RA task order work plan under Task 1 (Project Planning). The contractor shall acknowledge receipt of this task order within five (5) calendar days and shall prepare and forward to the Contracting Officer within twenty (20) business days after the scoping meeting and/or site visit, a written RA task order work plan proposal.

### **Task Order Incremental Funding**

The amount of task order funding currently available for Task 1 (Project Planning) is \$20,000.00. The contractor shall not make expenditures or incur obligations under this task order in excess of the funding ceiling price of \$20,000.00, except at the contractor's own risk.

When the contractor has reason to believe that the costs for this task order, which will accrue in the next thirty (30) days, will bring the total cost of this task order over seventy five (75) percent of the available funding specified in the task order, the contractor shall notify the Contracting Officer. Additional funding as needed shall be provided incrementally through a task order modification to fund the contractor's task order proposal.

### **EPA Contacts:**

#### **Task Order Project Officer**

Charles Swan  
(404) 562-8848

#### **Task Order Alternative Project Officer**

Meredith Clark  
(404) 562-8919

#### **Task Order COR**

Giezelle Bennett  
(404) 562-8824

#### **Contracting Officer**

Charles Hayes  
(404) 562-8377

**STATEMENT OF WORK  
FOR REMEDIAL ACTION  
PALMETTO WOOD PRESERVING NPL SITE, CAYCE, LEXINGTON COUNTY, SOUTH  
CAROLINA**

**Contract No: EP-S4-09-02  
Task Order No: 024-RARA-04B7**

**Introduction**

**PURPOSE**

The purpose of this task order is to implement the remedial action (RA) at Palmetto Wood Preserving Site in accordance with the objectives of the remedial design (RD). This statement of work (SOW) sets forth the framework and requirements for this effort. The record of decision (ROD), issued on August 15, 2008, defines the selected remedy. The RA is the implementation phase of site remediation, including necessary operation and maintenance (O&M), performance monitoring, and any special requirements. The RA is based on the RD, which is designed to achieve the remediation goals specified in the ROD. Implementation of the RA involves the procurement of subcontractor and management activities, in addition to technical engineering services. The goal for completion of this RA is 31 December 2010. There are four (4) main tasks needed for this task order: 1) Preparation of an O&M plan; 2) Finalization of the Remedial Action (RA) Report; 3) Two (2) rounds of monitoring well sampling and 4) Abandonment of approximately 10 monitoring and/or extraction wells.

**SITE DESCRIPTION**

The Palmetto Wood Site is a decommissioned wood preserving facility that operated from 1963 until 1985. The original wood treating process used fluoride chromate arsenate phenol (FCAP) and an acid copper chromate (ACC). The process was switched to chromate copper arsenate (CCA) in 1980. The CCA process was used until the plant operations ceased in 1985. EPA added the Palmetto Wood Site to the NPL in September 1983 and signed and issued a ROD in September 1987. The remedy selected for soil was stabilization/solidification and the remedy selected for groundwater was extraction and treatment followed by discharge of treated groundwater to City of Cayce's Publicly Owned Treatment Works (POTW) via a nearby sewer line. In August 2008, the ROD was amended.

The major components of the amended remedy include:

- X Installation of trenched and direct push permeable treatment walls.
- X Injection of substrate using In-Situ Anaerobic Bioremediation (ISAB) for the treatment of chromium.
- X Five (5) years of groundwater monitoring.
- X Institutional controls to prevent human exposure to contaminated groundwater during implementation of the remedy.

**GENERAL REQUIREMENTS**

This task order requires the contractor to complete an RA that meets the objectives and performance criteria specified in the ROD issued on August 15, 2008 and the RD. Furnish all necessary and appropriate personnel, including subcontractors, materials, and services needed for, or incidental to, performing and completing the RA. The RA and associated deliverables under this task order shall be consistent with the RODs, the *Remedial Design/Remedial Action (RD/RA) Handbook* (U.S. EPA Office of Solid Waste and Emergency Response (OSWER) 9355.0-04B, EPA 540/R-95/059, June 1995), and all other guidance used by EPA in conducting an RA (Attachment 3).

The RA implementation shall be specifically based on the Remedial Action Work Plan dated December 2008. This task order shall be complete when responsibility for the site is transferred from EPA to South Carolina Department of Health and Environmental Control (SCDHEC).

This SOW and accompanying work breakdown structure (WBS) (Attachment 2) is provided as a format for the contractor to structure its proposed approach and cost estimate. Use the WBS in cost estimate preparation, and technical and cost tracking and reporting under this task order.

In conducting the task order, EPA expects the contractor to propose and implement the most appropriate and cost-effective procedures and methodologies using accepted engineering practices and controls. Throughout the performance of this task order, the EPA expects the contractor to be responsible for performing services and providing products at the lowest reasonable cost. If the contractor fails to meet the requirements within the negotiated costs, the government may elect to provide the contractor with additional funds to complete the /task order without providing any additional fee. If there are changes to the SOW by the government, the government will issue a formal amendment to the SOW and negotiate the cost of the amendment with the contractor to form a new cost estimate.

A summary of the major deliverables and schedule for submittals is in Attachment 1. Submit the major deliverables using the Transmittal of Documents for Acceptance by EPA Form (Attachment 4). The EPA Contracting Officer Representative (COR) will track deliverables submitted by the contractor using the Transmittal Register (Attachment 5).

Communicate at least weekly with the WAM/COR, either in face-to-face meetings or through conference calls. Document all decisions that are made in meetings and conversations with EPA. Forward this documentation to the COR within five working days of the meeting or conversation.

EPA will provide oversight of contractor activities throughout the RA. EPA review and approval of deliverables is a tool to assist this process and to satisfy, in part, EPA's responsibility to provide effective protection of public health, welfare, and the environment. EPA will review deliverables, including specific deliverables from the subcontractor(s) to the RA contractor, to assess the likelihood that the RA will achieve its remediation goals and that its performance and operations requirements have been met. Acceptance of plans and design-required submittals (i.e., shop drawings, design details) by EPA does not relieve the RA contractor or any subcontractor(s) from the adequacy of their deliverables or their professional responsibilities.

#### RECORD KEEPING REQUIREMENTS

Maintain all technical and financial records for the RA in accordance with the contract. At the completion of the task order, submit an official record of the RA in both compact disk and a hardcopy to the COR. Provide the deliverables using electronic media.

#### US EPA PRIMARY CONTACT

The primary contact for this task order is Giezelle Bennett. She can be reached at 404-562-8824, via facsimile at 404-562-8788, or via e-mail at [bennett.giezelle@epa.gov](mailto:bennett.giezelle@epa.gov). Her mailing address is US EPA Region 4, 61 Forsyth St, Atlanta, GA 30303. The secondary contact is Richard Campbell. He can be reached at 404-562-8825, via facsimile at 404-562-8788, or via e-mail at [campbell.richard@epa.gov](mailto:campbell.richard@epa.gov). His mailing address is US EPA Region 4, 61 Forsyth St, Atlanta, GA 30303.

#### TASK ORDER COMPLETION DATE AND PROJECT CLOSEOUT

At the completion of the task order, perform all necessary project closeout activities as specified in the contract. These activities include closing out any subcontracts, indexing and consolidating project records and files as required above, and providing a technical and financial closeout report to EPA. The goal is to complete all technical activities and closeout activities for this task order by 31 December 2010.

## RA Work Planning

### WORK PLAN

WBS: 1.1

Prepare and submit a RA work plan that includes a detailed description of implementation activities, performance monitoring, and overall management strategy, for the RA. Typical activities involved in preparing the work plan include, but are not limited to, the following:

- X Contacting the COR within five calendar days after receipt of the task order to schedule the scoping meeting to be held at the U.S. EPA Region 4 office in Atlanta, GA.
- X Preparing and submitting a final RA work plan within 20 business days after the scoping meeting and/or site visit. The work plan shall include a detailed description of the technical approach for the RA activities in accordance with the RA Work Plan. Specify the necessary procedures, inspections, deliverables, and schedules. Include a comprehensive implementation management schedule for completion of each major activity and submittal.
- X Preparing the estimated cost to complete the /task order, including subcontractor costs, for each element of the SOW; providing a breakdown of the cost by task and subtask levels, in accordance with the contract work breakdown structure (WBS).
- X Negotiating and preparing a revised work plan, if the contractor fails to meet the Region's minimum standards. Note that EPA does not anticipate a need to re-negotiate with the contractor nor to require the contractor to revise the work plan. Contractor costs associated with the preparation of the revised work plan and cost estimate shall be paid by the government but shall not bear fee.
- X Providing conflict of interest disclosure.

### SITE-SPECIFIC PLANS

WBS: 1.2

Review all existing site-specific plans and prepare, update, and/or maintain plans, as necessary, for RA implementation. Incorporate the plans and procedures received from any subcontractor(s) into the overall site plans. Should the contractor fail to meet the required standards in accordance with the appropriate legal, regulatory, and EPA guidance, prepare revised site-specific plans. (NOTE: In that event, contractor costs associated with the preparation of the revised site-specific plans shall be paid by EPA but shall not bear fee.) Typical plans include, but are not limited to, the following:

- X Site Management Plan.
- X Sampling and Analysis Plan (SAP) in accordance with 40 CFR 300.415(b)(4)(ii).
- X Field Sampling Plan (FSP) in accordance with 40 CFR 300.415(b)(4)(ii).
- X Quality Assurance Project Plan (QAPP) in accordance with *EPA Requirements for QA Project Plans* (QA/R-5). Office of Environmental Information. EPA/240/B-01/003, March 2001.
- X Site-specific Health and Safety Plan (HSP) that specifies employee training, protective equipment, medical surveillance requirements, standard operating procedures, and a contingency plan in accordance with 29 CFR 1910.120(l)(1) and (l)(2). NOTE: The RD HSP may be modified for use if appropriate.

## **Project Management and Reporting**

### **PROJECT MANAGEMENT**

WBS: 1.4

Perform activities required to effectively manage the task order. These activities typically include, but are not limited to, the following:

- X Monitoring costs and progress.
- X Preparing and submitting monthly progress reports that document monthly and cumulative cost, performance status, and technical progress.
- X Preparing and submitting monthly invoices in accordance with the level of detail as specified in the contract.
- X Manage, track, and report status of site-specific equipment.
- X Participating in meetings and preparing and submitting meeting summaries.
- X Accommodating any external audit or review mechanism that EPA requires.
- X Evaluating existing data, including usability, when directed by EPA.
- X Coordinating with local and emergency response teams.
- X Reviewing background documents as directed by EPA.
- X Attending EPA-held training.

### **MANAGEMENT SUPPORT (MS)**

WBS: 4

Manage and monitor the subcontract(s) required to implement the RA. Institute procedures, monitor progress, and maintain systems and records to ensure that the work proceeds according to requirements specified in the contract documents. Typical activities include, but are not limited to, the following:

- X Providing financial management including review and approval of invoices, subcontract modifications, and /task order amendments to include direct cost of change orders/financial tracking; and maintain a code of accounts and/or WBS for cost/schedule reporting purposes.
- X Providing cost monitoring including weekly and monthly cost tracking. Analyze progress payments and make recommendations including retaining and deviation from projected rates of expenditure.
- X Managing, tracking, and reporting the status of all government-furnished equipment and contractor-acquired property in accordance with contract requirements.

### **CLEANUP VALIDATION (CV)**

WBS: 7

Provide quality assurance monitoring and documentation that the work being done at the site is in accordance with the design and all subcontract(s) documents (drawings, specifications and plans). These tasks include, but are not limited to, the following:

- X Sampling - Perform confirmatory sampling and analysis to include sample collection, shipping, analysis, and validation costs.

- X Preparing Cleanup Status Report - Development of a report at the request of the COR that describes the progress of the RA based upon sampling and analytical results.

#### REUSE PLANNING (RV)

WBS: 9

Assist in the review and evaluation of reuse plans and redevelopment plans submitted to ensure long-term protectiveness of the RA and remedy.

#### PROJECT PERFORMANCE (PJ)

WBS: 10

Perform all activities necessary to ensure the RA implemented at the site is in accordance with the design and O&M plan and all subcontractor documents. Typical activities include, but are not limited to, the following:

- X Preparing O&M manual.
- X Supporting training operation and maintenance of O&M staff, including State personnel.
- X Advising on conformity to applicable performance and operations requirements.
- X Reviewing record development, laboratory procedures, process system, safety and emergency systems, and warranty files.

### RA Completion

#### PROJECT COMPLETION AND CLOSEOUT (PC)

WBS: 11

Ascertain project completion at the site. These tasks include but are not limited to, the following:

- X Pre-final/Final Activities - Consolidation of project needs, pre-final/final inspection and certification, direct final project demobilization.
- X Abandon monitor/extraction wells in accordance with work plan.
- X Training for State and/or contractor employees who will conduct further O&M as required.
- X Assisting in transfer of project to the State upon the determination that the project is Operational and Functional (O&F).
- X Preparing Remedial Action Report in accordance with Closeout Procedures for National Priorities List Sites OSWER Directive 9320.2-09A-P, January 2000.

#### TASK ORDER CLOSEOUT (CO)

WBS: 12

Perform the necessary activities to close out the /task order in accordance with contract requirements. Typical activities include but are not limited to, the following:

- X Packaging and returning documents to the government.
- X Duplicating/distribution/storage of files.
- X Archiving files in accordance with Federal Record Center requirements.
- X Preparing microfiche/microfilm/optical disk or other EPA-approved data storage technology.

- X Preparing the closeout report in accordance with Regional guidance or other procedures as specified in the task order. If the final hours/budget is greater than +/- 10% of the original approved work plan/task order hours/budget, the WACR must describe the circumstances that explain why this occurred.

**Attachment 1 - Summary of Major Submittals for the Remedial Action at  
Palmetto Wood Preserving Site**

<b>DELIVERABLE</b>	<b>NO. OF COPIES</b>	<b>DUE DATE (calendar days)</b>	<b>EPA REVIEW PERIOD</b>
Monthly Progress Reports	3	Monthly and as required in the contract	NA
Remedial Action Work Plan	3	20 business days after scoping meeting and/or site visit	21 days after receipt of work plan
Site Management Plan (SMP)	3	14 days after approval of RA work plan	14 days after receipt of plan
Health and Safety Plan (HASP)	3	14 days after approval of RA work plan	14 days after receipt of plan
Sampling and Analysis Plan (SAP)	3	14 days after approval of RA work plan	14 days after receipt of plan
Quality Assurance Project Plan (QAPP)	3	14 days after approval of RA work plan	14 days after receipt of plan
Construction Management Plan (CMP)	3	14 days after approval of RA work plan	14 days after receipt of plan
Remedial Action Report	3	30 days after approval of RA work plan	21 days after receipt of report
O&M Plan	3	30 days after approval of RA work plan	21 days after receipt of report
Data Evaluation/ Cleanup Status Report	3	Quarterly as specified by the COR	NA
Technical Memorandum	3	30 days before final inspection	21 days after receipt of report
Inspection Report	3	21 days after final inspection	NA
Field Documentation	1	TBD	NA
Closeout Report	3	30 days after final RA report submitted	21 days after receipt of report
Final Costs	3	90 days after /task order closeout	NA



## **Attachment 2 - Work Breakdown Structure for Remedial Action**

### **Task 1 Project Planning and Support**

**(PP)**

- 1.1 Project planning.
  - 1.1.1 Attend scoping meeting.
  - 1.1.3 Develop Work Plan and cost estimate
  - 1.1.4 Negotiate Work Plan and Cost Estimate.
  - 1.1.5 Provide conflict of interest disclosure.
  - 1.1.6 Prepare Health and Safety Plan (HASP) (Prime Contractor).
- 1.2 Prepare, review, and revise the site-specific plans required to implement the RA at the site.
  - 1.2.1 Site Management Plan.
  - 1.2.2 Sampling and Analysis Plan (SAP).
  - 1.2.3 Field Sampling Plan (FSP).
  - 1.2.4 Quality Assurance Project Plan (QAPP).
  - 1.2.6 Health and Safety Plan (HASP) (incorporating subcontractor's Health and Safety Plan/s).
- 1.4 Project management.
  - 1.4.1 Monitor costs and prepare periodic status reports.
  - 1.4.2 Participate in meetings/communicate routinely/prepare meeting notes.
  - 1.4.3 Manage, track, and report status of site-specific equipment.
  - 1.4.4 Accommodate any external audit or review mechanism that EPA shall require.
  - 1.4.5 Evaluate existing data, including usability, when directed by EPA.
  - 1.4.6 Coordinate with local and emergency response teams.
  - 1.4.7 Review background documents as directed by EPA.
  - 1.4.8 Attend EPA-held training.

### **Task 4 Management Support**

**(MS)**

- 4.1 Financial management.
  - 4.1.1 Review and approve invoices, subcontract modifications, and /Task Order amendments to include direct cost of change orders/financial tracking.
  - 4.1.2 Maintain a code of accounts and/or WBS for cost/schedule reporting purposes.
- 4.2 Cost monitoring.
  - 4.2.1 Weekly and monthly tracking.
  - 4.2.2 Analyze progress payments and make recommendations including retaining and deviation from projected rates of expenditure.
- 4.3 Engineering support.
  - 4.3.1 Review field logs, etc.
  - 4.3.2 Attend biweekly/weekly/monthly meetings.

### **Task 7 Cleanup Validation**

**(CV)**

- 7.1 Perform confirmatory sampling and analysis.
- 7.2 Develop Implementation Status Report.

### **Task 9 Reuse Planning**

**(RV)**

- 9.1 Provide technical support in review and evaluation of reuse plans and redevelopment plans submitted to ensure long-term protectiveness of the remedy.

### **Task 10 Project Performance**

**(PJ)**

- 10.1.1 Prepare O&M manual.
- 10.1.3 Support training operation and maintenance of O&M staff, including State personnel.
- 10.1.4 Advise on conformity to applicable performance and operations requirements.
- 10.1.6 Review record development, laboratory procedures, process system, safety and emergency systems, and warranty files.

**Task 11 Project Completion and Closeout**

**(PC)**

11.2 Conduct re-final/final activities.

11.7 Abandon monitor/extraction wells.

11.8 Training for state and/or contractor employees who will conduct further O&M as required.

11.10 Prepare Remedial Action Report.

**Task 12 Task Order Closeout**

**(CO)**

12.1 Package and return documents to the government.

12.2 Duplicate, distribute, and store files.

12.3 Archive files in accordance with Federal Record Center requirements.

12.4 Produce microfiche/microfilm/optical disk or other EPA-approved storage format.

12.5 Prepare the Task Order Closeout Report.

### Attachment 3 - Regulations and Guidance Documents

Although not comprehensive, the following list comprises many of the regulations and guidance documents that apply to the RD process:

1. *CERCLA Compliance with Other Laws Manual*, Two Volumes, U.S. EPA, Office of Emergency and Remedial Response, OSWER Directive No. 9234.1-01 and -02, August 1988 (DRAFT).
2. *Community Relations in Superfund C A Handbook*, U.S. EPA, Office of Emergency and Remedial Response, OSWER Directive No. 9230.0-3C, January 1992.
3. *The Data Quality Objectives for Process of Superfund: Interim Final Guidance*, U.S. EPA, Office of Emergency and Remedial Response and Office of Waste Programs Enforcement, EPA/540/R-93/071, September 1993.
4. *Guidance on Expediting Remedial Design and Remedial Actions*, EPA/540/G-90/006, August 1990.
5. *Guidance on Remedial Actions for Contaminated Ground Water at Superfund Sites*, U.S. EPA Office of Emergency and Remedial Response (DRAFT), OSWER Directive No. 9283.1-2.
6. *Guide to Management of Investigation-Derived Wastes*, U.S. EPA, Office of Solid Waste and Emergency Response, Publication 9345.3-03FS, January 1992.
7. *Interim Guidance on Compliance with Applicable of Relevant and Appropriate Requirements*, U.S. EPA, Office of Emergency and Remedial Response, OSWER Directive No. 9234.0-05, July 9 1987.
8. *National Oil and Hazardous Substances Pollution Contingency Plan*; Final Rule, Federal Register 40 CFR Part 300, March 8, 1990.
9. *Permits and Permit Equivalency Processes for CERCLA On-site Response Actions*, OSWER Directive 9355.7-03, February 19, 1992.
10. *Procedures for Completion and Deletion of NPL Sites*, U.S. EPA, Office of Emergency and Remedial Response, OSWER Directive No. 9320.2-3A, April 1989.
11. *Quality in the Constructed Project: A Guideline for Owners, Designers and Constructors*, Volume 1, Preliminary Edition for Trial Use and Comment, American Society of Civil Engineers, May 1988.
12. *Remedial Design/Remedial Action (RD/RA) Handbook*, U.S. EPA, Office of Solid Waste and Emergency Response (OSWER) 9355.0-04B, EPA 540/R-95/059, June 1995.
13. *Scoping the Remedial Design* (Fact Sheet), OSWER Publ. 9355-5-21 FS, February 1995.
14. *Standards for the Construction Industry*, Code of Federal Regulations, Title 29, Part 1926, Occupational Health and Safety Administration.
15. *Standards for General Industry*, Code of Federal Regulations, Title 29, Part 1910, Occupational Health and Safety Administration.
16. *Superfund Guidance on EPA Oversight of Remedial Designs and Remedial Actions Performed by Potentially Responsible Parties*, EPA/540/G-90/001, April 1990.
17. *Superfund Response Action Contracts* (Fact Sheet), OSWER Publ. 9242.2-08FS, May 1993.
18. *Treatability Studies Under CERCLA*, Final. U.S. EPA, Office of Solid Waste and Emergency Response, EPA/540/R-92/071a, October 1992.
19. *Value Engineering* (Fact Sheet), U.S. EPA, Office of Solid Waste and Emergency Response, Publication 9355.5-03FS, May 1990.

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See the following guidance documents for more information on performance-based contracting:

20. *A Guide to Best Practices for Performance-Based Service Contracting*, Office of Federal Procurement Policy, April 1996.
21. *A Guide to Best Practices for Performance-Based Service Contracting*, Final Edition, Office of Federal Procurement Policy, October 1998.
22. *Performance-Based Contracting* (Fact Sheet), U.S. EPA, Office of Emergency and Remedial Response, Draft February 1999.
23. Policy Letter 91-2, To The Heads of Executive Agencies and Departments, April 9, 1991.

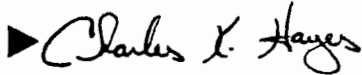
## Attachment 4 - Transmittal of Documents for Acceptance by EPA

[illegible]

### Attachment 5 - Transmittal Register

TRANSMITTAL REGISTER								
PROJECT TITLE AND LOCATION				CONTRACT NO.			NO.	
Subtask No.	DELIVERABLE	Number of Copies	Due Date	Transmittal Number	Date Received	Date Comments Sent to Contractor	EPA Acceptance Date	REMARKS



ORDER FOR SUPPLIES OR SERVICES						PAGE OF PAGES	
IMPORTANT: Mark all packages and papers with contract and/or order numbers.							
1. DATE OF ORDER 12/15/09		2. CONTRACT NO. (If any) EP-S4-09-02		6. SHIP TO:			
3. ORDER NO. 0027		4. REQUISITION/REFERENCE NO. PR-R4-10-10060		a. NAME OF CONSIGNEE CHARLES E. SWAN, TOPO			
5. ISSUING OFFICE (Address correspondence to) U.S. EPA Region 4				b. STREET ADDRESS 61 FORSYTH STREET, SW			
				c. CITY ATLANTA	d. STATE GA	e. ZIP CODE 30303	
7. TO:				f. SHIP VIA			
a. NAME OF CONTRACTOR BLACK & VEATCH SPECIAL PROJECTS CORP.				8. TYPE OF ORDER			
b. COMPANY NAME				<input type="checkbox"/> a. PURCHASE <input checked="" type="checkbox"/> b. TASK -- Except for billing instructions on the reverse, this task order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.			
c. STREET ADDRESS 6601 COLLEGE BOULEVARD				Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet. If any, including delivery as indicated.			
d. CITY Overland Park		e. STATE KS	f. ZIP CODE 66211	10. REQUISITIONING OFFICE Same as Block 6			
9. ACCOUNTING AND APPROPRIATION DATA See Attached							
11. BUSINESS CLASSIFICATION (Check appropriate box(es))							
<input type="checkbox"/> a. SMALL <input checked="" type="checkbox"/> b. OTHER THAN SMALL <input type="checkbox"/> c. DISADVANTAGED <input type="checkbox"/> d. WOMEN OWNED							
12. F.O.B. POINT Same as Block 6		14. GOVERNMENT B/L NO.		15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date) 09/30/2012		16. DISCOUNT TERMS N/A	
13. PLACE OF							
a. INSPECTION Same as Block 6		b. ACCEPTANCE Same as Block 6					
17. SCHEDULE (See reverse for Rejections)							
ITEM NO. (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)	
	See Attached						
18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.		17(h). TOT. (Cont. pages)	
21. MAIL INVOICE TO:							
SEE BILLING INSTRUCTIONS ON REVERSE	a. NAME U.S. Environmental Protection Agency					\$20,000.00	17(i). GRAND TOTAL
	b. STREET ADDRESS (or P.O. Box) RTP-Finance Center (D143-02) 109 T.W. Alexander Drive						
	c. CITY Durham	d. STATE NC	e. ZIP CODE 27711				
22. UNITED STATES OF AMERICA BY (Signature) 				23. NAME (Typed) CHARLES K. HAYES			
				TITLE: CONTRACTING/ORDERING OFFICER			

# Southern Solvents Site, Remedial Action, TO # 027-RARA-A478

Contract: EP-S4-09-02, Task Order: 0027

Lead PR Number: PR-R4-10-10060

## Summary Information

Title: Southern Solvents Site, Remedial Action, TO # 027-RARA-A478  
Period of Performance: From: 12/15/09 To: 09/30/12  
Award Date: 12/15/09  
Total Funding: \$20,000.00

## Accounting/Appropriation Data

POP	DCN	BFYS	Appr. #	Org	Program Element	Site/Project	Cost Org	Obj Class	Amount	P / C
Base	DT0009	10	T	4AD0R	302DD2C	A478RA01	C001	2505	\$15,196.00	P
Base	RE0007	10	TR2B	04R0C78	302DD2C	A478RA01	C001	2505	\$4,804.00	C

## Funding Breakout

Acct. Info	Funding Category	Amount
FY2010 - DT0009	Cost Ceiling	\$15,196.00
	Total:	\$15,196.00
FY2010 - RE0007	Cost Ceiling	\$4,804.00
	Total:	\$4,804.00

## Procurement Management Roles

TASK ORDER PROJECT OFFICER:

U.S. E.P.A.  
Attn: CHARLES E. SWAN  
61 FORSYTH STREET, SW  
ATLANTA, GA 30303

Mail Code:  
Phone Number: (404) 562-8848  
Fax Number:  
E-Mail Address: swan.charles@epa.gov

## Attachments

Attachment Name

Task Order Provisions

## Task Order Totals

Category	POP	Amount
Cost Ceiling	Base Pd.	\$20,000.00



## **Task Order Provisions**

Contract: EP-S4-09-02, Task Order: 0027

Lead PR Number: PR-R4-10-10060

### **Background**

This action initiates a new Remedial Action (RA) task order for the Southern Solvents Site (027-RARA-A478) in accordance with the attached Statement of Work and the terms and conditions of Clause G.8, Ordering Methods, of the basic contract.

### **Task Order Funding Ceiling**

An initial task order funding ceiling of \$20,000.00 is hereby established for a site visit, scoping meeting, and the development of the RA task order work plan under Task 1 (Project Planning). The contractor shall acknowledge receipt of this task order within five (5) calendar days and shall prepare and forward to the Contracting Officer within twenty (20) business days after the scoping meeting and/or site visit, a written RA task order work plan proposal.

### **Task Order Incremental Funding**

The amount of task order funding currently available for Task 1 (Project Planning) is \$20,000.00. The contractor shall not make expenditures or incur obligations under this task order in excess of the funding ceiling price of \$20,000.00, except at the contractor's own risk.

When the contractor has reason to believe that the costs for this task order, which will accrue in the next thirty (30) days, will bring the total cost of this task order over seventy five (75) percent of the available funding specified in the task order, the contractor shall notify the Contracting Officer. Additional funding as needed shall be provided incrementally through a task order modification to fund the contractor's task order proposal.

### **EPA Contacts:**

#### **Task Order Project Officer**

Charles Swan  
(404) 562-8848

#### **Task Order Alternate Project Officer**

Meredith Clark  
(404) 562-8919

#### **Task Order COR**

Galo Jackson  
(404) 562-8937

#### **Contracting Officer**

Charles Hayes  
(404) 562-8373

**RAC II MODEL STATEMENT OF WORK  
FOR REMEDIAL ACTION (RA)  
Southern Solvents Site, Hillsborough County, FL  
December 14, 2009**

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**RAC II MODEL STATEMENT OF WORK  
FOR REMEDIAL ACTION  
Southern Solvents Site, Hillsborough County, FL  
December 14, 2009**

**Contract No: EP-S4-09-02  
Task Order No: 027-RARA-A478**

**Introduction**

**PURPOSE**

The purpose of this task order is to implement the remedial action (RA) at the Southern Solvents Site in accordance with the objectives of the remedial design (RD). This statement of work (SOW) sets forth the framework and requirements for this effort. The record of decision (ROD), issued on September 30, 1999 and an Explanation of Significant Differences issued on September 19, 2002, defines the selected remedy. The RA is the implementation phase of Site remediation or construction of the remedy, including necessary operation and maintenance (O&M), performance monitoring, and any special requirements. The RA is based on the RD, which is designed to achieve the remediation goals specified in the ROD. Implementation of the RA involves the procurement of a subcontractor(s) and management activities, in addition to technical engineering services. The goal for completion of this RA is September 30, 2012.

**SITE DESCRIPTION**

The Southern Solvents Site, is located at 4109 Linebaugh Avenue, in a mixed commercial and residential area of North Tampa, Florida. The Site, is the former location of a facility that distributed dry cleaning solvents (i.e., perchloroethylene (PCE) and trichloroethylene (TCE)) to the local dry cleaning industry from the late 1970's to 1985, resuming operations for a brief period from 1985 to 1989. Contaminants are present onsite at non-aqueous phase concentrations (pure PCE), creating a roughly 20 acre groundwater plume in the Floridian aquifer, the local drinking water aquifer. The facility is comprised of a parcel of property approximately 100 feet wide by 185 feet deep. The only structures on the property are a one story metal building and a concrete slab along the north end of the building. Reportedly, PCE and TCE were stored in above ground tanks and small tanker trucks on the concrete slab and the northern portion of the property. Soil and groundwater contamination are reportedly the result of periodic spills from these tanks. EPA evaluated alternatives for cleanup of the site, and presented the selected remedy in the ROD issued in September 1999. The selected remedy included excavation of contaminated, unsaturated soils located in the former solvent storage area and the treatment of highly contaminated saturated soil and surficial groundwater using in-situ chemical oxidation (ISCO). The remedy for the unsaturated soil was modified to soil vapor extraction (SVE), rather than excavation and disposal. Increased unsaturated soil volume is the principal reason for this modification.

The major components of the selected remedy include:

- treatment of the contaminated subsurface soil above the water table using soil vapor extraction (SVE); and
- ISCO treatability study, designed to further evaluate chemical oxidation as the remedy for the more heavily contaminated soil, present below the water table.

## GENERAL REQUIREMENTS

This task order requires the contractor to complete an RA that meets the objectives and performance criteria specified in the ROD issued on September 30, 1999 and the RD. Furnish all necessary and appropriate personnel, including subcontractors, materials, and services needed for, or incidental to, performing and completing the RA. The RA and associated deliverables under this task order shall be consistent with the RODs, the *Remedial Design/Remedial Action (RD/RA) Handbook* (U.S. EPA Office of Solid Waste and Emergency Response (OSWER) 9355.0-04B, EPA 540/R-95/059, June 1995), and all other guidance used by EPA in conducting an RA (Attachment 3).

The RA implementation shall be specifically based on the remedial design for the first operable unit, which included the treatment of the contaminated subsurface soil above the water table using SVE, was concluded in the fall of 2002. Also in the fall of 2002, EPA entered into a State Superfund Contract with FDEP for the construction operation of the SVE system and the completion of a pilot-scale ISCO treatability study, designed to further evaluate chemical oxidation as the remedy for the more heavily contaminated soil, present below the water. The RA shall be complete when the contractor meets the following cleanup criteria:

SOUTHERN SOLVENTS CLEANUP GOALS		
Contaminant	Groundwater, ppb	Soil, ppb
perchloroethylene (PCE)	3	50
trichloroethylene (TCE)	3	30
cis-1,2-dichloroethene (DCE)	70	400

This SOW and accompanying work breakdown structure (WBS) (Attachment 2) is provided as a format for the contractor to structure its proposed approach and cost estimate. Use the WBS in cost estimate preparation, and technical and cost tracking and reporting under this task order.

In conducting the task order, EPA expects the contractor to propose and implement the most appropriate and cost-effective procedures and methodologies using accepted engineering practices and controls. Throughout the performance of this task order, the EPA expects the contractor to be responsible for performing services and providing products at the lowest reasonable cost. If the contractor fails to meet the requirements within the negotiated costs, the government may elect to provide the contractor with additional funds to complete the task order without providing any additional fee. If there are changes to the SOW by the government, the government will issue a formal amendment to the SOW and negotiate the cost of the amendment with the contractor to form a new cost estimate.

A summary of the major deliverables and schedule for submittals is in Attachment 1. Submit the major deliverables using the Transmittal of Documents for Acceptance by EPA Form (Attachment 4). The EPA Task Order Manager (TOM/Contracting Officer Representative (COR) will track deliverables submitted by the contractor using the Transmittal Register (Attachment 5).

Communicate at least weekly with the TOM/COR, either in face-to-face meetings or through conference calls. Document all decisions that are made in meetings and conversations with EPA. Forward this documentation to the COR within five working days of the meeting or conversation.

EPA will provide oversight of contractor activities throughout the RA. EPA review and approval of deliverables is a tool to assist this process and to satisfy, in part, EPA's responsibility to provide effective protection of public health, welfare, and the environment. EPA will review deliverables, including specific deliverables from the subcontractor(s) to the RA contractor, to assess the likelihood that the RA will achieve its remediation goals and that its performance and operations requirements have been met. Acceptance of plans and design-required submittals (i.e., shop drawings, design details) by EPA does not relieve the RA contractor or any subcontractor(s) from the adequacy of their deliverables or their professional responsibilities.

The SVE system began operation in June 2005. During the first two months of operation the system recovered 27 pounds of contaminant, primarily PCE. The system maintained a 99.9 percent runtime, above the design objective of 80 percent. In June 2006, operation of the system was discontinued. The final draft Work Plan for the ISCO pilot study was completed in December 2006. The first phase of the pilot-scale ISCO injections was completed in February 2008. A second phase of injections followed in April 2009. After the injected 2<sup>nd</sup> Phase oxidant has had time to react and spend itself, the SVE system will be re-started and monitored for effectiveness. Sampling will take place in August 2009. The SVE system, which is effective at removing PCE from above the water table, will be re-started in early 2010 and will be monitored for effectiveness.

## **RECORD KEEPING REQUIREMENTS**

Maintain all technical and financial records for the RA in accordance with the contract. At the completion of the task order, submit an official record of the RA in both compact disk and a hardcopy to the TOM/COR. Provide the deliverables using electronic media.

## **US EPA PRIMARY CONTACT**

The primary contact for this task order is Galo Jackson. He can be reached at (404) 5622-8937, via facsimile at (404) 562-8843, or via e-mail at [jackson.galo@epa.gov](mailto:jackson.galo@epa.gov). His mailing address is US EPA Region 4, 61 Forsyth Street, Atlanta, GA, 30303. The secondary contact is Derek Matory. He can be reached at (404)562-8800, via facsimile (404)562-8843, or via e-mail at [matory.derek@epa.gov](mailto:matory.derek@epa.gov). His mailing address is US EPA Region 4, 61 Forsyth Street, Atlanta, GA, 30303.

## **WA/TASK ORDER COMPLETION DATE AND PROJECT CLOSEOUT**

At the completion of the task order, perform all necessary project closeout activities as specified in the contract. These activities include closing out any subcontracts, indexing and consolidating project records and files as required above, and providing a technical and financial closeout report to EPA. The goal is to complete all technical activities and closeout activities for this task order by September 30, 2012.

## **RA Work Planning**

### **WORK PLAN**

WBS: 1.1

Prepare and submit a RA work plan that includes a detailed description of implementation activities, performance monitoring, and overall management strategy, including optimization, for the RA. Typical activities involved in preparing the work plan include, but are not limited to, the following:

- Contacting the Task Order Manager (TOM) within five calendar days after receipt of the task order to schedule the scoping meeting to be held at the U.S. EPA Region 4 office in Atlanta, GA.
- Preparing and submitting a final RA work plan within 20 business days after the scoping meeting and/or site visit. The work plan shall include a detailed description of the technical approach for the RA activities in accordance with the SOW and 1999 ROD. Specify the necessary procedures, inspections, deliverables, and schedules. Include a comprehensive implementation management schedule for completion of each major activity and submittal.
- Preparing the estimated cost to complete the task order, including subcontractor costs, for each element of the SOW; providing a breakdown of the cost by task and subtask levels, in accordance with the contract work breakdown structure (WBS).
- Negotiating and preparing a revised work plan, if the contractor fails to meet the Region's minimum standards. Note that EPA does not anticipate a need to re-negotiate with the contractor nor to require the contractor to revise the work plan. Contractor costs associated with the preparation of the revised work plan and cost estimate shall be paid by the government but shall not bear fee.

#### SITE-SPECIFIC PLANS

WBS: 1.2

Review all existing site-specific plans and prepare, update, and/or maintain plans, as necessary, for RA implementation. Incorporate the plans and procedures received from any subcontractor(s) into the overall site plans. Should the contractor fail to meet the required standards in accordance with the appropriate legal, regulatory, and EPA guidance, prepare revised site-specific plans. (NOTE: In that event, contractor costs associated with the preparation of the revised site-specific plans shall be paid by EPA but shall not bear fee.) Typical plans include, but are not limited to, the following:

- Site Management Plan.
- If necessary, update site-specific Health and Safety Plan (HSP) that specifies employee training, protective equipment, medical surveillance requirements, standard operating procedures, and a contingency plan in accordance with 29 CFR 1910.120(l)(1) and (l)(2). NOTE: The RD HSP may be modified for use if appropriate.

### Project Management and Reporting

#### PROJECT MANAGEMENT

WBS: 1.4

Perform activities required to effectively manage the task order. These activities typically include, but are not limited to, the following:

- Monitoring costs and progress.
- Preparing and submitting monthly progress reports that document monthly and cumulative cost, performance status, and technical progress.
- Preparing and submitting monthly invoices in accordance with the level of detail as specified in the contract.
- Manage, track, and report status of site-specific equipment.
- Participating in meetings and preparing and submitting meeting summaries.
- Accommodating any external audit or review mechanism that EPA requires.

- Evaluating existing data, including usability, when directed by EPA.
- Coordinating with local and emergency response teams.
- Reviewing background documents as directed by EPA.
- Attending EPA-held training.

#### MANAGEMENT SUPPORT (MS)

WBS: 4

Manage and monitor the subcontract(s) required to implement the RA. Institute procedures, monitor progress, and maintain systems and records to ensure that the work proceeds according to requirements specified in the contract documents. Typical activities include, but are not limited to, the following:

- Providing financial management including review and approval of invoices, subcontract modifications, and task order amendments to include direct cost of change orders/financial tracking; and maintain a code of accounts and/or WBS for cost/schedule reporting purposes.
- Providing cost monitoring including weekly and monthly cost tracking. Analyze progress payments and make recommendations including retaining and deviation from projected rates of expenditure.
- Monitoring subcontractor compliance with the Davis-Bacon Act and related requirements.
- Providing engineering support including review of field logs, attending biweekly/weekly/monthly meetings, and providing supplemental support for field change requests, value engineering change and system optimization proposals, non-conformance reports issued by resident engineer, and re-design activities.
- Managing, tracking, and reporting the status of all government-furnished equipment and contractor-acquired property in accordance with contract requirements.

#### RA Subcontract Award

##### PROCUREMENT OF SUBCONTRACT (PB)

WBS: 3

Solicit, evaluate, select, and award the necessary subcontract(s) to implement the RA under this task. The contractor must adhere to Federal Acquisition Regulation (FAR), EPA Acquisition Regulation (EPAAR), and contract specific subcontracting requirements in procuring subcontractor(s). To the maximum extent practicable, the types of subcontracts procured shall follow performance-based contracting (PBC) methods. The tasks to be performed shall be determined by the contractor's technical approach as detailed in the work plan. These tasks include, but are not limited to, the following:

- Prebid (Pre-solicitation) Activities
  1. Duplication and distribution of contract documents
  2. Advertising/soliciting of bids
  3. Issuing addenda
  4. Holding Pre-bid (pre-solicitation) meetings
  5. Resolution of bidder (offeror) inquiries
  6. Holding On-site visits
  7. Compilation of contract documents
  8. Readvertise/Resolicit bids/offers and repackage documents if necessary. **[NOTE: All costs associated with the re-advertisement/resolicitation of subcontract(s) shall be paid by the Government, but shall bear no additional fee.]**

- Pre-Award/Award Activities.
  1. Receipt of bids (offers).
  2. Determination of responsive, responsible bidder/s (offeror/s).
  3. Bid (offer) tabulation and analysis.
  4. Receipt of follow-up items from lowest responsible bidder/s (offeror/s).
  5. Review of Equal Employment Opportunities (EEO), Minority Business Entrepreneurs (MBE) requirements, and Small, Disadvantaged Business Subcontracting Plans.
  6. Perform reference checks.
  7. Request consent from EPA.
  8. Award subcontract and issue notice of award.
- Post-Award Activities.
  1. Attend post award meetings/preconstruction conference.
  2. Review permits, insurance, bonds, certificates, and documentation required by the specifications.
  3. Review and approve subcontractor's measurement and payment schedule.
  4. Establish guidelines for payment of items delivered by not yet installed.
  5. Review subcontractor activity schedule.
- Submittal review and preparation of Notice to Proceed (NTP).
  1. Establish procedures for review of submittals.
  2. Review subcontractor submittals.
  3. Issue Notice To Proceed.
- Reviewing revisions/addendum to subcontractor submittals (optional).

## **RA Implementation Management**

### **DETAILED RESIDENT INSPECTION (Resident Engineer) (RI)**

**WBS: 5**

Provide field supervision associated with the monitoring and documentation of the work being done at the Site in accordance with the design and all subcontract(s) documents (e.g., drawings, specifications and plans) and ensure the implementation of the remedial action at the site is protective of human health and the environment. Typical activities include, but are not limited to, the following:

- Conducting/attending progress meetings.
- Maintaining field logs and daily diaries.
- Providing advice on what is intended by subcontract documents.
- Preparing sketches to reflect field conditions.
- Checking construction drawings submitted by construction subcontractors for compliance with design concept.
- Preparing reports on inspections.
- Making final inspection and preparing report.
- Monitoring, updating, and reporting construction progress.
- Reviewing and recommending time extensions.
- Coordinating with Home Office/Management Support.



- Conducting regular Davis-Bacon Act interviews on-site. (The TOM/COR shall be informed regarding scheduling of such interviews so that he/she can be present on site.)
- Reviewing and recommending action on value engineering change proposals.
- Reviewing and making recommendations for changes.
- Providing advice on need and cost of proposed change orders.
- Providing assistance in prevention and resolution of subcontractor claims.
- Recommending approval or rejection of construction schedules.
- Performing field testing, recommending action on health and safety considerations (e.g., site safety plan), monitoring quality control procedures.

#### ANALYTICAL SUPPORT AND DATA VALIDATION (AN)

WBS: 6

Schedule, coordinate, track, and oversee sample analyses and validate analytical data. Typical activities include, but are not limited to, the following:

- Collecting, preparing, and shipping environmental samples in accordance with the Field Sampling Plan (FSP). The following types of sampling shall be required:
  - Field screening
  - Ground water sampling
  - Surface and subsurface soil sampling
  - Air monitoring and sampling
- Developing data quality objectives (DQO) for each sampling event; these DQOs shall be the determinative factor for assessing the success or failure of the sampling.
- Requesting, obtaining, and performing oversight of analytical services in compliance with EPA requirements.
- Coordinating with the EPA Sample Management Office (SMO), the Regional Sample Control Coordinator (RSCC), and/or the Environmental Services Division (ESD) regarding analytical support, data validation, and quality assurance issues.
- Implementing the EPA-approved laboratory quality assurance program that provides oversight of in-house and subcontracted laboratories through periodic performance evaluation sample analyses and/or on-site audits of operations and has a system of corrective actions.
- Providing sample management including chain of custody procedures, information management, sample retention, and 10-year data storage.
- Performing data validation, the process by which the quality of the data, the defensibility of the data, and the chain of custody are verified. Performing data validation in accordance with Regional guidelines.
- Reviewing data for usability for its intended purpose.
- Providing reports on data validation and usability.

#### CLEANUP VALIDATION (CV)

WBS: 7

Provide quality assurance monitoring and documentation that the work being done at the site is in accordance with the design and all subcontract(s) documents (drawings, specifications and plans). These tasks include, but are not limited to, the following:

- Sampling - Perform confirmatory sampling and analysis to include sample collection, shipping, analysis, and validation costs.
- Preparing Cleanup Status Report - Development of a report at the request of the TOM/COR that describes the progress of the RA based upon sampling and analytical results.

#### RA IMPLEMENTATION (SUBPOOL ACTIVITIES) (AI)

WBS: 8

Manage and oversee the RA elements implemented by subcontractor(s) at the site in accordance with the O&M plan, the design, and all subcontract(s) documents (drawings, specifications and plans). Typical activities include, but are not limited to, the following:

- Site-specific preparation: Securing the site and establishing an operations area, including laying out of clean zone, waste/stage handling areas, and decontamination areas if required

- Implementation of the RA in accordance with the O&M plan, the design, and the subcontract plans and specifications.

#### PROJECT PERFORMANCE (PJ)

WBS: 10

Perform all activities necessary to ensure the RA implemented at the site is in accordance with the design and O&M plan and all subcontractor documents. Typical activities include, but are not limited to, the following:

- Conducting pre start-up check out
  1. Reviewing O&M manual.
  2. Describing and analyzing potential operating problems.
  3. Supporting training operation and maintenance of O&M staff, including State personnel.
  4. Advising on conformity to applicable performance and operations requirements.
  5. Determining cause of failure and developing corrective action report.
  6. Reviewing record development, laboratory procedures, process system, safety and emergency systems, and warranty files.
- Evaluating equipment system performance, witness performance tests, gathering and testing samples.
- For the one-year operational and functional period, operating and providing appropriate upkeep and maintenance of installed response action construction items including the facilities, equipment, and appropriate engineered controls such as fencing for the site in accordance with the O&M Manual and Sampling and Analysis Plan (SAP).
- Operating and providing appropriate upkeep and maintenance of installed response action construction items including the facilities, equipment, and appropriate engineered controls such as fencing for the site in accordance with the O&M Manual and Sampling and Analysis Plan (SAP) for a time period as specified in the task order.
- Updating the O&M Manual, as appropriate.
- Conducting trend analyses and optimization studies to improve system efficiency and reduce operation cost of RA.

#### RA Completion

##### PROJECT COMPLETION AND CLOSEOUT (PC)

WBS: 11

Ascertain project completion and closeout of the subcontract(s) associated with the RA at the site. These tasks include but are not limited to, the following:

- Demobilization of subcontractors.
- Pre-final/Final Activities - Consolidation of project needs, pre-final/final inspection and certification, direct final project demobilization and make lockout inspection.
- Final Payment/Punch List - Resolution/certification that project is complete according to plans and specifications. May involve trial periods, shakedown, test or trial runs/burns.
- Submission of as-built drawings.
- Updating the O&M Manual.
- Training for State and/or contractor employees who will conduct further O&M as required.

- Assisting in transfer of project to the State upon the determination that the project is Operational and Functional (O&F).
- Preparing Remedial Action Report in accordance with Closeout Procedures for National Priorities List Sites OSWER Directive 9320.2-09A-P, January 2000.

#### TASK ORDER CLOSEOUT (CO)

WBS: 12

Perform the necessary activities to close out the task order in accordance with contract requirements. Typical activities include but are not limited to, the following:

- Packaging and returning documents to the government.
- Duplicating/distribution/storage of files.
- Archiving files in accordance with Federal Record Center requirements.
- Preparing microfiche/microfilm/optical disk or other EPA-approved data storage technology.
- Preparing the closeout report in accordance with Regional guidance or other procedures as specified in the task order. If the final hours/budget is greater than +/- 10% of the original approved work plan/task order hours/budget, the TO must describe the circumstances that explain why this occurred.

### Attachment 1 - Summary of Major Submittals for the Remedial Action at the Southern Solvents Site

<b>DELIVERABLE</b>	<b>NO. OF COPIES</b>	<b>DUE DATE (calendar days)</b>	<b>EPA REVIEW PERIOD</b>
Monthly Progress Reports	3	Monthly and as required in the contract	NA
Remedial Action Work Plan	3	20 business days after scoping meeting and/or site visit	21 days after receipt of work plan
Public Meeting Support Materials	TBD	One week prior to scheduled meeting	NA
Site Management Plan (SMP)	3	14 days after approval of RA work plan	14 days after receipt of plan
Health and Safety Plan (HASP)	3	14 days after approval of RA work plan	14 days after receipt of plan
Sampling and Analysis Plan (SAP)	3	14 days after approval of RA work plan	14 days after receipt of plan
Quality Assurance Project Plan (QAPP)	3	14 days after approval of RA work plan	14 days after receipt of plan
Construction Management Plan (CMP)	3	14 days after approval of RA work plan	14 days after receipt of plan
Subcontract Consent Request	3	14 days after receipt of bids (offers)	10 days after receipt of subcontractor consent request
Field Documentation	1	TBD	NA
Data Evaluation/ Cleanup Status Report	3	Quarterly as specified by the COR	NA
Technical Memorandum	3	30 days before final inspection	21 days after receipt of report
Inspection Report	3	21 days after final inspection	NA
As-Built Resolution/ Certification	3	30 days after final inspection	NA
Remedial Action Report	3	30 days after final inspection	21 days after receipt of report
Closeout Report	3	30 days after final RA report submitted	21 days after receipt of report
Final Costs	3	90 days after task order closeout	NA

## **Attachment 2 - Work Breakdown Structure for Remedial Action**

### **Task 1 Project Planning and Support**

**(PP)**

- 1.1 Project planning.
  - 1.1.1 Attend scoping meeting.
  - 1.1.3 Develop Work Plan and cost estimate
  - 1.1.4 Negotiate Work Plan and Cost Estimate.
  - 1.1.6 Prepare Health and Safety Plan (HASP) (Prime Contractor).
- 1.2 Prepare, review, and revise the site-specific plans required to implement the RA at the site.
  - 1.2.1 Site Management Plan.
  - 1.2.6 Health and Safety Plan (HASP) (incorporating subcontractor's Health and Safety Plan/s).
- 1.4 Project management.
  - 1.4.1 Monitor costs and prepare periodic status reports.
  - 1.4.2 Participate in meetings/communicate routinely/prepare meeting notes.
  - 1.4.3 Manage, track, and report status of site-specific equipment.
  - 1.4.4 Accommodate any external audit or review mechanism that EPA shall require.
  - 1.4.5 Evaluate existing data, including usability, when directed by EPA.
  - 1.4.6 Coordinate with local and emergency response teams.
  - 1.4.7 Review background documents as directed by EPA.
  - 1.4.8 Attend EPA-held training.

### **Task 3 Procurement of Subcontract(s)**

**(PB)**

- 3.1 Prebid (pre-solicitation) activities.
  - 3.1.1 Duplicate and distribute contract documents.
  - 3.1.2 Advertise/solicit bids.
  - 3.1.3 Issue addenda.
  - 3.1.4 Hold pre-bid meetings.
  - 3.1.5 Resolve (offeror) inquiries.
  - 3.1.6 Hold on-site visits.
  - 3.1.7 Compile contract documents.
  - 3.1.8 Readvertise/resolicit bids, if necessary.
- 3.2 Preaward/Award activities.
  - 3.2.1 Receive bids (offers).
  - 3.2.2 Determine responsive, responsible bidders (offerors).
  - 3.2.3 Tabulate and analyze bid (offer).
  - 3.2.4 Receive follow-up items from lowest responsible bidder/s (offeror/s).
  - 3.2.5 Review Equal Employment Opportunities (EEO), Minority Business Entrepreneurs (MBE) Requirements, Small Disadvantaged Business (SDB) Subcontracting Plans.
  - 3.2.6 Perform reference checks.
  - 3.2.7 Request consent from EPA.
  - 3.2.8 Award subcontract.
  - 3.2.9 Issue notice of award.
- 3.3 Post award activities.
  - 3.3.1 Attend post award meetings/preconstruction conference.
  - 3.3.2 Review permits, insurance, bonds, certificates, and documentation required by the specifications.
  - 3.3.3 Review and approve RA subcontractor's measurement and payment schedule.
  - 3.3.4 Establish guidelines for payment of items delivered but not yet installed.
  - 3.3.5 Review subcontractor activity schedule.
- 3.4 Submittal review/notice to proceed.
  - 3.4.1 Establish procedures for review of submittals.
  - 3.4.2 Review subcontractor submittals.
  - 3.4.3 Issue Notice To Proceed.
- 3.5 Review revisions/addendum to subcontractor submittals (optional).

**Task 4 Management Support****(MS)**

- 4.1 Financial management.
  - 4.1.1 Review and approve invoices, subcontract modifications, and Task Order amendments to include direct cost of change orders/financial tracking.
  - 4.1.2 Maintain a code of accounts and/or WBS for cost/schedule reporting purposes.
- 4.2 Cost monitoring.
  - 4.2.1 Weekly and monthly tracking.
  - 4.2.2 Analyze progress payments and make recommendations including retaining and deviation from projected rates of expenditure.
  - 4.2.3 Monitor subcontractor compliance with Davis-Bacon Act and related requirements.
- 4.3 Engineering support.
  - 4.3.1 Review field logs, etc.
  - 4.3.2 Attend biweekly/weekly/monthly meetings.
  - 4.3.3 Provide supplemental engineering support for field change requests.
  - 4.3.5 Evaluate non-conformance reports issued by resident engineer.
  - 4.3.6 Implement re-design activities.

**Task 5 Detailed Resident Inspection (Resident Engineer)****(RI)**

- 5.1 Conduct/attend progress meetings.
- 5.2 Maintain field logs and daily diaries.
  - 5.2.1 Provide advice on what is intended by subcontract documents.
  - 5.2.2 Prepare sketches to reflect field conditions.
  - 5.2.3 Check drawings submitted by subcontractors for compliance with O&M plan and design concept.
  - 5.2.4 Prepare reports on inspections.
  - 5.2.5 Make final inspection and prepare report.
  - 5.2.6 Monitor, update, and report progress.
  - 5.2.7 Review and recommend time extensions.
  - 5.2.8 Coordinate with home office/management support.
  - 5.2.9 Conduct regular Davis-Bacon Act interviews on site. (The TOM/COR shall be informed regarding scheduling of such interviews so that he/she can be present on site.)
- 5.3 Review and recommend action on value engineering change and/or system optimization proposals.
  - 5.3.1 Review and make recommendations for changes.
  - 5.3.2 Provide advice on need and cost of proposed change orders.
  - 5.3.3 Provide assistance in prevention and resolution of subcontractor claims.
  - 5.3.4 Recommend approval or rejection of construction schedules.
- 5.4 Perform field testing.
- 5.5 Recommend action on health and safety considerations (e.g. site safety plan).
- 5.6 Monitor quality control procedures.

**Task 6 Analytical Support and Data Validation****(AN)**

- 6.1 Collect, prepare, and ship environmental samples in accordance with the Field Sampling Plan (FSP).
  - 6.1.1 Field screening.
  - 6.1.2 Ground water sampling.
  - 6.1.3 Surface and subsurface soil sampling.
  - 6.1.5 Air monitoring and sampling.
  - 6.1.7 Other types of media sampling and screening.
- 6.2 Develop performance or acceptance criteria (such as data quality objectives (DQO)) for each sampling event; these criteria shall be the determinative factor for assessing the success or failure of the sampling.
- 6.3 Request, obtain, and perform oversight of analytical services in compliance with EPA requirements.
- 6.4 Coordinate with the EPA Sample Management Office (SMO), the Regional Sample Control Coordinator (RSCC), and/or the Environmental Services Division (ESD) regarding analytical support, data validation, and quality assurance issues.

- 6.5 Implement the EPA-approved laboratory quality assurance program that provides oversight of in-house and subcontracted laboratories through periodic performance evaluation sample analyses and/or on-site audits of operations and has a system of corrective actions.
- 6.6 Provide sample management including chain of custody procedures, information management, sample retention, and 10-year data storage.
- 6.7 Perform data validation, the process by which the quality of the data, the defensibility of the data, and the chain of custody are verified. Perform data validation in accordance with Regional guidelines.
- 6.8 Review data for usability for its intended purpose.
- 6.9 Provide reports on data validation and usability.

#### **Task 7 Cleanup Validation**

**(CV)**

- 7.1 Perform confirmatory sampling and analysis.
- 7.2 Develop Implementation Status Report.

#### **Task 8 RA Implementation (Subpool Activities)**

**(AI)**

- 8.1 Site-specific preparation.
- 8.2 Implementation of the RA.

#### **Task 10 Project Performance**

**(PJ)**

- 10.1 Conduct pre-startup check out.
  - 10.1.1 Review O&M manual.
  - 10.1.2 Describe and analyze potential operating problems.
  - 10.1.3 Support training operation and maintenance of O&M staff, including State personnel.
  - 10.1.4 Advise on conformity to applicable performance and operations requirements.
  - 10.1.5 Determine cause of failure and develop corrective action report.
  - 10.1.6 Review record development, laboratory procedures, process system, safety and emergency systems, and warranty files.
- 10.2 Evaluate equipment system performance, witnessing performance tests, gathering and testing samples.
- 10.3 For the one-year operational and functional period, operate and provide appropriate upkeep and maintenance of installed response action construction items.
- 10.4 Update the O&M Manual, as appropriate.
- 10.5 Conduct trend analyses and optimization studies.

#### **Task 11 Project Completion and Closeout**

**(PC)**

- 11.1 Demobilization of subcontractors.
- 11.2 Conduct re-final/final activities.
- 11.3 Consolidate project needs, pre-final/final inspection and certification, direct final project demobilization and make lockout inspection.
- 11.4 Review final payment/punch list.
- 11.5 Resolution/certification that project is complete according to plans and specifications.
- 11.7 Update O&M Manual.
- 11.8 Training for State and/or contractor employees who will conduct further O&M as required.
- 11.9 Assist in transfer of project to the state upon the determination that the project is Operational and Functional (O&F).

#### **Task 12 Task Order Closeout**

**(CO)**

- 12.1 Package and return documents to the government.
- 12.2 Duplicate, distribute, and store files.
- 12.3 Archive files in accordance with Federal Record Center requirements.
- 12.4 Produce microfiche/microfilm/optical disk or other EPA-approved storage format.
- 12.5 Prepare the Task Order Closeout Report (TOCR).



### Attachment 3 - Regulations and Guidance Documents

Although not comprehensive, the following list comprises many of the regulations and guidance documents that apply to the RD process:

1. *CERCLA Compliance with Other Laws Manual*, Two Volumes, U.S. EPA, Office of Emergency and Remedial Response, OSWER Directive No. 9234.1-01 and -02, August 1988 (DRAFT).
2. *Community Relations in Superfund — A Handbook*, U.S. EPA, Office of Emergency and Remedial Response, OSWER Directive No. 9230.0-3C, January 1992.
3. *The Data Quality Objectives for Process of Superfund: Interim Final Guidance*, U.S. EPA, Office of Emergency and Remedial Response and Office of Waste Programs Enforcement, EPA/540/R-93/071, September 1993.
4. *Guidance on Expediting Remedial Design and Remedial Actions*, EPA/540/G-90/006, August 1990.
5. *Guidance on Remedial Actions for Contaminated Ground Water at Superfund Sites*, U.S. EPA Office of Emergency and Remedial Response (DRAFT), OSWER Directive No. 9283.1-2.
6. *Guide to Management of Investigation-Derived Wastes*, U.S. EPA, Office of Solid Waste and Emergency Response, Publication 9345.3-03FS, January 1992.
7. *Interim Guidance on Compliance with Applicable of Relevant and Appropriate Requirements*, U.S. EPA, Office of Emergency and Remedial Response, OSWER Directive No. 9234.0-05, July 9 1987.
8. *National Oil and Hazardous Substances Pollution Contingency Plan*; Final Rule, Federal Register 40 CFR Part 300, March 8, 1990.
9. *Permits and Permit Equivalency Processes for CERCLA On-site Response Actions*, OSWER Directive 9355.7-03, February 19, 1992.
10. *Procedures for Completion and Deletion of NPL Sites*, U.S. EPA, Office of Emergency and Remedial Response, OSWER Directive No. 9320.2-3A, April 1989.
11. *Quality in the Constructed Project: A Guideline for Owners, Designers and Constructors*, Volume 1, Preliminary Edition for Trial Use and Comment, American Society of Civil Engineers, May 1988.
12. *Remedial Design/Remedial Action (RD/RA) Handbook*, U.S. EPA, Office of Solid Waste and Emergency Response (OSWER) 9355.0-04B, EPA 540/R-95/059, June 1995.
13. *Scoping the Remedial Design* (Fact Sheet), OSWER Publ. 9355-5-21 FS, February 1995.
14. *Standards for the Construction Industry*, Code of Federal Regulations, Title 29, Part 1926, Occupational Health and Safety Administration.
15. *Standards for General Industry*, Code of Federal Regulations, Title 29, Part 1910, Occupational Health and Safety Administration.
16. *Superfund Guidance on EPA Oversight of Remedial Designs and Remedial Actions Performed by Potentially Responsible Parties*, EPA/540/G-90/001, April 1990.
17. *Superfund Response Action Contracts* (Fact Sheet), OSWER Publ. 9242.2-08FS, May 1993.
18. *Treatability Studies Under CERCLA*, Final. U.S. EPA, Office of Solid Waste and Emergency Response, EPA/540/R-92/071a, October 1992.
19. *Value Engineering* (Fact Sheet), U.S. EPA, Office of Solid Waste and Emergency Response, Publication 9355.5-03FS, May 1990.

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See the following guidance documents for more information on performance-based contracting:

20. *A Guide to Best Practices for Performance-Based Service Contracting*, Office of Federal Procurement Policy, April 1996.
21. *A Guide to Best Practices for Performance-Based Service Contracting*, Final Edition, Office of Federal Procurement Policy, October 1998.
22. *Performance-Based Contracting* (Fact Sheet), U.S. EPA, Office of Emergency and Remedial Response, Draft February 1999.
23. Policy Letter 91-2, To The Heads of Executive Agencies and Departments, April 9, 1991.


## Attachment 4 - Transmittal of Documents for Acceptance by EPA

TRANSMITTAL OF DOCUMENTS FOR ACCEPTANCE BY EPA		DATE:	TRANSMITTAL NO.
TO:		FROM:	<input type="checkbox"/> New Transmittal <input type="checkbox"/> Resubmittal of Transmittal No. _____
SUBTASK NO.	DELIVERABLE	NO. OF COPIES	REMARKS
ACCEPTANCE ACTION			
DOCUMENTS FOUND ACCEPTABLE (LIST BY SUBTASK NO.)		NAME/TITLE/SIGNATURE OF REVIEWER DATE	

### Attachment 5 - Transmittal Register

TRANSMITTAL REGISTER								
PROJECT TITLE AND LOCATION				CONTRACT NO.			TASK ORDER NO.	
Subtask No.	DELIVERABLE	Number of Copies	Due Date	Transmittal Number	Date Received	Date Comments Sent to Contractor	EPA Acceptance Date	REMARKS



ORDER FOR SUPPLIES OR SERVICES						PAGE 1 OF 13 PAGES		
IMPORTANT: Mark all packages and papers with contract and/or order numbers.								
1. DATE OF ORDER 12/15/09		2. CONTRACT NO. (If any) EP-S4-09-02		6. SHIP TO:				
3. ORDER NO. 0028		4. REQUISITION/REFERENCE NO. PR-R4-10-10061		a. NAME OF CONSIGNEE CHARLES E. SWAN, TOPO				
5. ISSUING OFFICE (Address correspondence to) U.S. EPA Region 4				b. STREET ADDRESS 61 FORSYTH STREET, SW				
				c. CITY ATLANTA		d. STATE GA	e. ZIP CODE 30303	
7. TO:				f. SHIP VIA				
a. NAME OF CONTRACTOR BLACK & VEATCH SPECIAL PROJECTS CORP.				8. TYPE OF ORDER				
b. COMPANY NAME				<input type="checkbox"/> a. PURCHASE REFERENCE YOUR:		<input checked="" type="checkbox"/> b. TASK -- Except for billing instructions on the reverse, this task order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.		
c. STREET ADDRESS 6601 COLLEGE BOULEVARD				Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet, if any, including delivery as indicated.				
d. CITY Overland Park		e. STATE KS	f. ZIP CODE 66211					
9. ACCOUNTING AND APPROPRIATION DATA See Attached				10. REQUISITIONING OFFICE Same as Block 6				
11. BUSINESS CLASSIFICATION (Check appropriate box(es))								
<input type="checkbox"/> a. SMALL		<input checked="" type="checkbox"/> b. OTHER THAN SMALL		<input type="checkbox"/> c. DISADVANTAGED		<input type="checkbox"/> d. WOMEN OWNED		
12. F.O.B. POINT Same as Block 6				14. GOVERNMENT B/L NO.		15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date) 09/30/2010		
13. PLACE OF						16. DISCOUNT TERMS N/A		
a. INSPECTION Same as Block 6		b. ACCEPTANCE Same as Block 6						
17. SCHEDULE (See reverse for Rejections)								
ITEM NO. (a)	SUPPLIES OR SERVICES (b)		QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)	
	See Attached							
18. SHIPPING POINT			19. GROSS SHIPPING WEIGHT		20. INVOICE NO.		17(h). TOT. (Cont. pages)	
21. MAIL INVOICE TO:								
SEE BILLING INSTRUCTIONS ON REVERSE	a. NAME U.S. Environmental Protection Agency						\$20,000.00	17(i). GRAND TOTAL
	b. STREET ADDRESS (or P.O. Box) RTP-Finance Center (D143-02) 109 T.W. Alexander Drive							
	c. CITY Durham		d. STATE NC	e. ZIP CODE 27711				
22. UNITED STATES OF AMERICA BY (Signature) 				23. NAME (Typed) CHARLES K. HAYES				
				TITLE: CONTRACTING/ORDERING OFFICER				

# Elmore Waste Disposal Site, Remedial Action (RA), TO # 028-RARA-04N3

Contract: EP-S4-09-02, Task Order: 0028

Lead PR Number: PR-R4-10-10061

## Summary Information

Title: Elmore Waste Disposal Site, Remedial Action (RA),  
TO # 028-RARA-04N3  
Period of Performance: From: 12/15/09  
To: 09/30/10  
Award Date: 12/15/09  
Total Funding: \$20,000.00

## Accounting/Appropriation Data

POP	DCN	BFYS	Appr. #	Org	Program Element	Site/ Project	Cost Org	Obj Class	Amount	P /
Base	DT0021	10	TC	4AD0R	302DD2C	04N3LR01	C001	2505	\$20,000.00	P

## Funding Breakout

Acct. Info	Funding Category	Amount
FY2010 - DT0021	Cost Ceiling	\$20,000.00
Total:		\$20,000.00

## Procurement Management Roles

TASK ORDER PROJECT OFFICER:

U.S. E.P.A.  
Attn: CHARLES E. SWAN  
61 FORSYTH STREET, SW  
ATLANTA, GA 30303

Mail Code:  
Phone Number: (404) 562-8848  
Fax Number:  
E-Mail Address: swan.charles@epa.gov

## Attachments

Attachment Name

Task Order Provisions

## Task Order Totals

Category	POP	Amount
Cost Ceiling	Base Pd.	\$20,000.00

## **Task Order Provisions**

Contract: EP-S4-09-02, Task Order: 0028

Lead PR Number: PR-R4-10-10061

### **Background**

This action initiates a new Remedial Action (RA) task order for the Elmore Waste Disposal Site (028-RARA-04N3) in accordance with the attached Statement of Work and the terms and conditions of Clause G.8, Ordering Methods, of the basic contract.

### **Task Order Funding Ceiling**

An initial task order funding ceiling of \$20,000.00 is hereby established for a site visit, scoping meeting, and the development of the RA task order work plan under Task 1 (Project Planning). The contractor shall acknowledge receipt of this task order within five (5) calendar days and shall prepare and forward to the Contracting Officer within twenty (20) business days after the scoping meeting and/or site visit, a written RA task order work plan proposal.

### **Task Order Incremental Funding**

The amount of task order funding currently available for Task 1 (Project Planning) is \$20,000.00. The contractor shall not make expenditures or incur obligations under this task order in excess of the funding ceiling price of \$20,000.00, except at the contractor's own risk.

When the contractor has reason to believe that the costs for this task order, which will accrue in the next thirty (30) days, will bring the total cost of this task order over seventy five (75) percent of the available funding specified in the task order, the contractor shall notify the Contracting Officer. Additional funding as needed shall be provided incrementally through a task order modification to fund the contractor's task order proposal.

### **EPA Contacts:**

#### **Task Order Project Officer**

Charles Swan  
(404) 562-8848

#### **Task Order Alternate Project Officer**

Meredith Clark  
(404) 562-8919

#### **Task Order COR**

Ken Mallary  
(404) 562-8802

#### **Contracting Officer**

Charles Hayes  
(404) 562-8377

**RAC II STATEMENT OF WORK  
FOR REMEDIAL ACTION (RA)**

Elmore Waste Disposal Site, Spartanburg County, South Carolina  
December 14, 2009

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**RAC II STATEMENT OF WORK  
FOR REMEDIAL ACTION**  
Elmore Waste Disposal Site, Spartanburg County, South Carolina

December 14, 2009

**Contract No: EP-S4-09-02**  
**Task Order No: 028-RARA-04N3**

**Introduction**

**PURPOSE**

The purpose of this task order is to complete a number of tasks at the Elmore Waste Disposal Site (the "Site") that were initiated by the Contractor under RACs work assignment 304-RALR-04N3, but not completed due to the ending of the RACs contract. This statement of work (SOW) sets forth the framework and requirements to complete the tasks under the RACs II contract.

The ROD, issued on April 26, 1993, required the use of a groundwater pump-and-treat remedy to address site-related groundwater contamination. The RA phase was initiated in 1998, including the construction, operation and maintenance (O&M), and performance monitoring of the groundwater pump-and-treat system, as well as any special requirements recommended for the groundwater remedy. In 2008, EPA conducted a Five-Year Review of the groundwater remedy at the Site. A number of recommendations were made in the Five-Year Review.

In response to the recommendations made in the 2008 Five-Year Review, EPA is performing a number of tasks which include:

- designing and constructing a retaining wall next to the groundwater treatment building;
- conducting a survey and a water level study of the VOC source area(s);
- completing the installation of, and collecting groundwater samples from piezometers installed in the VOC source area(s);
- conducting discrete interval groundwater sampling in existing wells; and
- preparing/reviewing reports summarizing all of the work described in the previous bullets, including an evaluation on the feasibility of using injection to reduce the VOC concentrations in the VOC source area(s).

**SITE DESCRIPTION**

The Elmore Waste Disposal site (the "Site"), in Spartanburg County, South Carolina, consists of half an acre located in a residential area just east of the city of Greer. Between 1975 and 1977, a large number of drums containing liquid wastes were placed onsite. In 1977, the property owner signed a Consent Order with the State of South Carolina for cleanup of the Site. Judging the actions taken as totally inadequate, the South Carolina Department of Health and Environmental Control (SCDHEC) ordered the owner to stop use of the Site. Between 1981 and 1984, SCDHEC and EPA investigated Site conditions and found arsenic, chromium, and other heavy metals, as well as a number of volatile organic compounds (VOCs), in Site soils. At various times during this period there were between 150 and 300 drums present on-site, as well as a 6000-gallon partially-buried tank containing contaminated, waste oil. After the property owner died in 1983, ownership passed to his heirs, one of whom continued to operate the Site and accept waste drums. After all efforts to compel this operator to clean up the site failed, SCDHEC in June 1986 accomplished a state-funded removal action of 5,500 tons of contaminated soil and 16,800 pounds of liquid wastes, which were taken to an appropriate hazardous waste facility. Groundwater monitoring wells installed after this removal, and EPA's remedial investigation in 1991-1992, established that a groundwater plume extending some 700 feet north from the Site is highly contaminated by two common solvents (VOCs), trichloroethylene and tetrachloroethylene. The estimated area underlain by this plume (north of the Elmore property) is 6-10 acres.

Although no private water wells are located near this plume, the groundwater discharges to a creek behind neighborhood homes.

In 1986, the South Carolina Department of Health and Environmental Control (SCDHEC) implemented a soil removal action in 1986 which removed the largest portion of the health threat from surface soil contamination. EPA completed a soil remedial action in August 1994, which included disposal of approximately 350 cubic yards of contaminated soil from the affected area.

The major components of the remedy in the 1993 ROD include a groundwater pump-and-treat system which has been operational since September 1998. The system includes ten (12) pumping wells, which captures the contaminated groundwater and directs it to an on-site treatment building where the groundwater is treated with activated carbon. Following treatment, the groundwater was discharged to the City of Greer's sanitary sewer (also known as POTW) under an Industrial Pre-treatment permit for the first 9 nine years of operation. During 2001, EPA initiated an Optimization Project for the pump-and-treat system, with the goal of evaluating and later improving the system's performance and cost-effectiveness. As a result of this project, EPA adjusted pumping rates at individual extraction wells, added two additional extraction wells, and addressed a newly-identified area on-site with elevated VOCs in soil and groundwater. A NPDES permit was obtained to discharge treated groundwater to nearby Ward's Creek instead of the City's POTW.

As of November 27, 2009, EPA had implemented the groundwater pump-and treat remedy at the Site for 10 years. Consistent with the State Superfund Contract between EPA and the South Carolina Department of Environment and Environmental Control (SCDHEC), as of November 27, 2009, SCDHEC is required to operate and maintain the groundwater pump-and-treat system until the remediation levels in the ROD have been achieved.

## GENERAL REQUIREMENTS

This is a task order (a rollover from the previous RACs work assignment) that requires the contractor to complete the special requirements initiated in September 2009, as described in this SOW. The Contractor shall furnish all necessary and appropriate personnel, including subcontractors, materials, and services needed for, or incidental to, performing and completing the special requirements. The RA and associated deliverables under this task order shall be consistent with the ROD, the *Remedial Design/Remedial Action (RD/RA) Handbook* (U.S. EPA Office of Solid Waste and Emergency Response (OSWER) 9355.0-04B, EPA 540/R-95/059, June 1995), and all other guidance used by EPA in conducting Superfund-related work.

This SOW and accompanying work breakdown structure (WBS) (Attachment 2) is provided as a format for the contractor to structure its proposed approach and cost estimate. Use the WBS in cost estimate preparation, and technical and cost tracking and reporting under this task order.

In conducting the task order, EPA expects the contractor to propose and implement the most appropriate and cost-effective procedures and methodologies using accepted engineering practices and controls. Throughout the performance of this task order, the EPA expects the contractor to be responsible for performing services and providing products at the lowest reasonable cost. If the contractor fails to meet the requirements within the negotiated costs, the government may elect to provide the contractor with additional funds to complete the task order without providing any additional fee. If there are changes to the SOW by the government, the government will issue a formal amendment to the SOW and negotiate the cost of the amendment with the contractor to form a new cost estimate.

A summary of the major deliverables and schedule for submittals is in Attachment 1. Submit the major deliverables using the Transmittal of Documents for Acceptance by EPA Form (Attachment 4). The EPA Task Order Manager (TOM)/Contracting Officer Representative (COR) will track deliverables submitted by the contractor using the Transmittal Register (Attachment 5).

Communicate at least weekly with the TOM/COR, either in face-to-face meetings or through conference calls. Document all decisions that are made in meetings and conversations with EPA. Forward this documentation to the COR within five working days of the meeting or conversation.

EPA will provide oversight of contractor activities through the completion of the special requirements. EPA review and approval of deliverables is a tool to assist this process and to satisfy, in part, EPA's responsibility to provide effective protection of public health, welfare, and the environment. EPA will review deliverables, including specific deliverables from the subcontractor(s) to the RA contractor, to assess the completion of the special requirements. Acceptance of plans and submittals (i.e., data summary reports) by EPA does not relieve the contractor or any subcontractor(s) from the adequacy of their deliverables or their professional responsibilities.

#### RECORD-KEEPING REQUIREMENTS

Maintain all technical and financial records for the RA in accordance with the contract. At the completion of the task order, submit an official record of the completed special requirements in both compact disk and a hardcopy to the WAM/COR. Provide the deliverables using electronic media.

#### US EPA PRIMARY CONTACT

The primary EPA contact for this task order is McKenzie Mallary. He can be reached at (404) 562-8802, or via e-mail at [mallary.ken@epa.gov](mailto:mallary.ken@epa.gov). His mailing address is US EPA Region 4, Atlanta Federal Center, 61 Forsyth Street, Atlanta, Ga., 30303. The secondary contact is Charles Swan. He can be reached at (404) 562-8848, or via e-mail at [swan.charles@epa.gov](mailto:swan.charles@epa.gov). His mailing address is US EPA Region 4, Atlanta Federal Center, 61 Forsyth Street, Atlanta, Ga., 30303.

#### TASK ORDER COMPLETION DATE AND PROJECT CLOSEOUT

At the completion of the task order, perform all necessary project closeout activities as specified in the contract. These activities include closing out any subcontracts, indexing and consolidating project records and files as required above, and providing a technical and financial closeout report to EPA. The goal is to complete all technical activities and closeout activities for this task order by September 30, 2010.

### RA Work Planning

#### WORK PLAN

WBS: 1.1

Contractor shall prepare and submit a RA work plan that includes a detailed description of the special requirements or individual tasks required in this task order, including surveying VOC source area(s), groundwater characterization and monitoring in the VOC source area(s), evaluation of potential options for reducing VOC concentrations in the VOC source area(s), construction of the retaining wall next to the treatment building, as well as the reports for each task.

Typical activities involved in preparing the work plan include, but are not limited to, the following:

- X Contacting the Task Order Manager (TOM)/Contracting Officer Representative (COR) within five calendar days after receipt of the task order to schedule the scoping meeting or conference call to discuss work required in the task order
- X Preparing and submitting a final RA work plan within 20 business days after the scoping meeting or site visit. The work plan shall include a detailed description of the technical approach for the individual special requirements or tasks, specifying the necessary fieldwork, data evaluation, and reporting requirements. Include a comprehensive implementation management schedule for completion of each task;

- X Preparing the estimated cost to complete the task order, including subcontractor costs, for each task required in this task order, providing a breakdown of the cost by task and subtask levels, in accordance with the contract work breakdown structure (WBS);
- X Negotiating and preparing a revised work plan, if the contractor fails to meet the Region's minimum standards. Note that EPA does not anticipate a need to re-negotiate with the contractor nor to require the contractor to revise the work plan. Contractor costs associated with the preparation of the revised work plan and cost estimate shall be paid by the government but shall not bear fee; and
- X Providing conflict of interest disclosure.

#### SITE-SPECIFIC PLANS

WBS: 1.2

Review all existing site-specific plans and prepare, update, and/or maintain plans, as necessary, for RA implementation. Incorporate the plans and procedures received from any subcontractor(s) into the overall site plans. Should the contractor fail to meet the required standards in accordance with the appropriate legal, regulatory, and EPA guidance, prepare revised site-specific plans. (NOTE: In that event, contractor costs associated with the preparation of the revised site-specific plans shall be paid by EPA but shall not bear fee.) Typical work plans include, but are not limited to, the following:

- X Site Management Plan;
- X Sampling and Analysis Plan (SAP) in accordance with 40 CFR 300.415(b)(4)(ii);
- X Field Sampling Plan (FSP) in accordance with 40 CFR 300.415(b)(4)(ii);
- X Quality Assurance Project Plan (QAPP) in accordance with *EPA Requirements for QA Project Plans* (QA/R-5). Office of Environmental Information. EPA/240/B-01/003, March 2001;
- X Contingency Plan; and
- X Site-specific Health and Safety Plan (HSP) that specifies employee training, protective equipment, medical surveillance requirements, standard operating procedures, and a contingency plan in accordance with 29 CFR 1910.120(l)(1) and (l)(2). NOTE: The RD HSP may be modified for use if appropriate.

#### Project Management and Reporting

##### PROJECT MANAGEMENT

WBS: 1.4

Perform activities required to effectively manage the task order. These activities typically include, but are not limited to, the following:

- X Monitoring costs and progress related to the completion of the special requirements or tasks required in this task order;
- X Preparing and submitting monthly progress reports that document monthly and cumulative cost, performance status, and technical progress;
- X Preparing and submitting monthly invoices in accordance with the level of detail as specified in the contract;
- X Manage, track, and report status of site-specific equipment;

- X Participating in meetings and preparing and submitting meeting summaries;
- X Accommodating any external audit or review mechanism that EPA requires;
- X Evaluating existing data, including usability, when directed by EPA;
- X Coordinating with local and emergency response teams;
- X Reviewing background documents as directed by EPA; and
- X Attending EPA-held training.

## **RA Subcontract Award**

### **PROCUREMENT OF SUBCONTRACT (PB)**

WBS: 3

Solicit, evaluate, select, and award the necessary subcontract(s) to complete the Special requirements or tasks required by this task order. The contractor must adhere to Federal Acquisition Regulation (FAR), EPA Acquisition Regulation (EPAAR), and contract-specific subcontracting requirements in procuring subcontractor(s). To the maximum extent practicable, the types of subcontracts procured shall follow performance-based contracting (PBC) methods. The tasks to be performed shall be determined by the contractor's technical approach as detailed in the work plan. These tasks may include, but are not limited to, the following:

- X Prebid (Pre-solicitation) Activities
  - S Duplication and distribution of contract documents
  - S Advertising/soliciting of bids
  - S Issuing addenda
  - S Holding Pre-bid (pre-solicitation) meetings

## **RA Implementation Management**

### **CLEANUP VALIDATION (CV)**

WBS: 7

Provide quality assurance monitoring and documentation that the work being done at the Site is in accordance with the design and all subcontract(s) documents (drawings, specifications and plans). These tasks include, but are not limited to, the following:

- X Preparing Data Evaluation/Status Report(s) - Develop report(s) at the request of the TOM/COR that describe the progress of the tasks required by this task order, based upon sampling and analytical results. This may include data reduction, tabulation, and evaluation.

### **RA IMPLEMENTATION (Subpool Activities)(AI)**

WBS:8

Typical activities may include, but are not limited to, the following:

- X Site-specific preparation for work: Secure access to all areas necessary to perform each task, and establish an operations area, including laying out of clean zone, waste staging and storage areas, and decontamination areas (if necessary);
  - Oversee work: Manage and oversee the work related to the tasks implemented by subcontractor(s) at the site in accordance with the EPA-approved work plans, and all subcontract(s) documents (drawings, specifications, and plans); and

## **RA Completion**

### **TASK ORDER CLOSEOUT (CO)**

WBS: 12

Perform the necessary activities to close out the task order in accordance with contract requirements. Typical activities may include, but are not limited to, the following:

- X Packaging and returning documents to the government;
- X Duplicating/distribution/storage of files;
- X Archiving files in accordance with Federal Record Center requirements;
- X Preparing microfiche/microfilm/optical disk or other EPA-approved data storage technology; and
- X Preparing the task order closeout report (TOCR) in accordance with Regional guidance or other procedures as specified in the work assignment/task order. If the final hours/budget is greater than +/- 10% of the original approved work plan/task order hours/budget, the TOCR must describe the circumstances that explain why this occurred.

**Attachment 1 - Summary of Submittals for the Tasks at  
The Elmore Waste Disposal Site**

<b>DELIVERABLE</b>	<b>NO. OF COPIES</b>	<b>DUE DATE (calendar days)</b>	<b>EPA REVIEW PERIOD</b>
Monthly Progress Reports	3	Monthly and as required in the contract	NA
Remedial Action (RA) Work Plan	3	20 business days after scoping meeting and/or site visit	21 days after receipt of plan
Site Management Plan (SMP)	3	45 days after approval of work plan	14 days after receipt of plan
Health and Safety Plan (HASP)	3	45 days after approval of work plan	14 days after receipt of plan
Field Sampling and Analysis Plan (SAP)	3	45 days after approval of work plan	14 days after receipt of plan
Quality Assurance Project Plan (QAPP)	3	45 days after approval of work plan	14 days after receipt of plan
Subcontract Consent Request	3	45 days after approval of work plan	14 days after receipt of plan
Field Documentation /Reports	3	30 days after receipt of bids (offers)	10 days after receipt of subcontractor consent request
Closeout Report	1	Reports documenting characterization groundwater in VOC source area(s), evaluation of in-situ treatment options, completion of retaining wall construction, and air sampling (if tasked)	NA
Final Costs	3	30 days after final work completion reports submitted	21 days after receipt of report
	3	90 days after work assignment/task order closeout	NA

## **Attachment 2 - Work Breakdown Structure for Remedial Action**

### **Task 1 Project Planning and Support**

**(PP)**

- 1.1 Project planning.
  - 1.1.3 Develop Work Plan and cost estimate
  - 1.1.4 Negotiate Work Plan and Cost Estimate.
  - 1.1.6 Prepare Health and Safety Plan (HASP) (Prime Contractor).
- 1.2 Prepare, review, and revise the site-specific plans required to implement the RA at the site.
  - 1.2.2 Sampling and Analysis Plan (SAP).
  - 1.2.3 Field Sampling Plan (FSP).
  - 1.2.4 Quality Assurance Project Plan (QAPP).
  - 1.2.6 Health and Safety Plan (HASP) (incorporating subcontractor=s Health and Safety Plan/s).
- 1.4 Project management.
  - 1.4.1 Monitor costs and prepare periodic status reports.
  - 1.4.2 Participate in meetings/communicate routinely/prepare meeting notes.
  - 1.4.3 Manage, track, and report status of site-specific equipment.
  - 1.4.4 Accommodate any external audit or review mechanism that EPA shall require.
  - 1.4.5 Evaluate existing data, including usability, when directed by EPA.
  - 1.4.6 Coordinate with local and emergency response teams.
  - 1.4.7 Review background documents as directed by EPA.
  - 1.4.8 Attend EPA-held training.

### **Task 3 Procurement of Subcontract(s)**

**(PB)**

- 3.1 Prebid (pre-solicitation) activities.
  - 3.1.1 Duplicate and distribute contract documents.
  - 3.1.2 Advertise/solicit bids.
  - 3.1.3 Issue addenda.
  - 3.1.4 Hold pre-bid meetings.

### **Task 7 Cleanup Validation**

**(CV)**

- 7.2 Develop Data Evaluation and Status Report(s).

### **Task 8 RA Implementation (Subpool Activities)**

**(AI)**

- 8.1 Site-specific preparation for work.
- 8.2 Oversee work.

### **Task 12 Task Order Closeout**

**(CO)**

- 12.1 Package and return documents to the government.
- 12.2 Duplicate, distribute, and store files.
- 12.3 Archive files in accordance with Federal Record Center requirements.
- 12.4 Produce microfiche/microfilm/optical disk or other EPA-approved storage format.
- 12.5 Prepare the Task Order Closeout Report (TOCR).



### Attachment 3 - Regulations and Guidance Documents

Although not comprehensive, the following list comprises many of the regulations and guidance documents that apply to the RD process:

1. *CERCLA Compliance with Other Laws Manual*, Two Volumes, U.S. EPA, Office of Emergency and Remedial Response, OSWER Directive No. 9234.1-01 and -02, August 1988 (DRAFT).
2. *Community Relations in Superfund C A Handbook*, U.S. EPA, Office of Emergency and Remedial Response, OSWER Directive No. 9230.0-3C, January 1992.
3. *The Data Quality Objectives for Process of Superfund: Interim Final Guidance*, U.S. EPA, Office of Emergency and Remedial Response and Office of Waste Programs Enforcement, EPA/540/R-93/071, September 1993.
4. *Guidance on Expediting Remedial Design and Remedial Actions*, EPA/540/G-90/006, August 1990.
5. *Guidance on Remedial Actions for Contaminated Ground Water at Superfund Sites*, U.S. EPA Office of Emergency and Remedial Response (DRAFT), OSWER Directive No. 9283.1-2.
6. *Guide to Management of Investigation-Derived Wastes*, U.S. EPA, Office of Solid Waste and Emergency Response, Publication 9345.3-03FS, January 1992.
7. *Interim Guidance on Compliance with Applicable of Relevant and Appropriate Requirements*, U.S. EPA, Office of Emergency and Remedial Response, OSWER Directive No. 9234.0-05, July 9 1987.
8. *National Oil and Hazardous Substances Pollution Contingency Plan*; Final Rule, Federal Register 40 CFR Part 300, March 8, 1990.
9. *Permits and Permit Equivalency Processes for CERCLA On-site Response Actions*, OSWER Directive 9355.7-03, February 19, 1992.
10. *Procedures for Completion and Deletion of NPL Sites*, U.S. EPA, Office of Emergency and Remedial Response, OSWER Directive No. 9320.2-3A, April 1989.
11. *Quality in the Constructed Project: A Guideline for Owners, Designers and Constructors*, Volume 1, Preliminary Edition for Trial Use and Comment, American Society of Civil Engineers, May 1988.
12. *Remedial Design/Remedial Action (RD/RA) Handbook*, U.S. EPA, Office of Solid Waste and Emergency Response (OSWER) 9355.0-04B, EPA 540/R-95/059, June 1995.
13. *Scoping the Remedial Design* (Fact Sheet), OSWER Publ. 9355-5-21 FS, February 1995.
14. *Standards for the Construction Industry*, Code of Federal Regulations, Title 29, Part 1926, Occupational Health and Safety Administration.
15. *Standards for General Industry*, Code of Federal Regulations, Title 29, Part 1910, Occupational Health and Safety Administration.
16. *Superfund Guidance on EPA Oversight of Remedial Designs and Remedial Actions Performed by Potentially Responsible Parties*, EPA/540/G-90/001, April 1990.
17. *Superfund Response Action Contracts* (Fact Sheet), OSWER Publ. 9242.2-08FS, May 1993.
18. *Treatability Studies Under CERCLA*, Final. U.S. EPA, Office of Solid Waste and Emergency Response, EPA/540/R-92/071a, October 1992.
19. *Value Engineering* (Fact Sheet), U.S. EPA, Office of Solid Waste and Emergency Response, Publication 9355.5-03FS, May 1990.

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See the following guidance documents for more information on performance-based contracting:

20. *A Guide to Best Practices for Performance-Based Service Contracting*, Office of Federal Procurement Policy, April 1996.
21. *A Guide to Best Practices for Performance-Based Service Contracting*, Final Edition, Office of Federal Procurement Policy, October 1998.
22. *Performance-Based Contracting* (Fact Sheet), U.S. EPA, Office of Emergency and Remedial Response, Draft February 1999.
23. Policy Letter 91-2, To The Heads of Executive Agencies and Departments, April 9, 1991.

## Attachment 4 - Transmittal of Documents for Acceptance by EPA

TRANSMITTAL OF DOCUMENTS FOR ACCEPTANCE BY EPA			DATE:	TRANSMITTAL NO.
TO:		FROM:		<b>G</b> New Transmittal  <b>G</b> Resubmittal of Transmittal No. _____
SUBTASK NO.	DELIVERABLE	NO. OF COPIES	REMARKS	
ACCEPTANCE ACTION				
DOCUMENTS FOUND ACCEPTABLE (LIST BY SUBTASK NO.)		NAME/TITLE/SIGNATURE OF REVIEWER  DATE		

## Attachment 5 - Transmittal Register

[illegible]



# ORDER FOR SUPPLIES OR SERVICES

PAGE OF PAGES

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

1. DATE OF ORDER 04/22/10		2. CONTRACT NO. (if any) EP-S4-09-02		6. SHIP TO:	
3. ORDER NO. 0042		4. REQUISITION/REFERENCE NO. PR-R4-10-10238		a. NAME OF CONSIGNEE CHARLES E. SWAN, TOPO	
5. ISSUING OFFICE (Address correspondence to) U.S. EPA Region 4		b. STREET ADDRESS 61 FORSYTH STREET, SW		c. CITY ATLANTA	d. STATE GA
7. TO:		e. ZIP CODE 30303		f. SHIP VIA	
a. NAME OF CONTRACTOR BLACK & VEATCH SPECIAL PROJECTS CORP.		b. COMPANY NAME		8. TYPE OF ORDER	
c. STREET ADDRESS 6601 COLLEGE BOULEVARD		d. CITY Overland Park		e. STATE KS	
f. ZIP CODE 66211		g. PURCHASE REFERENCE YOUR:		h. TASK -- Except for billing instructions on the reverse, this task order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.	
9. ACCOUNTING AND APPROPRIATION DATA See Attached		10. REQUISITIONING OFFICE Same as Block 6			
11. BUSINESS CLASSIFICATION (Check appropriate box(es))					
<input type="checkbox"/> a. SMALL <input checked="" type="checkbox"/> b. OTHER THAN SMALL <input type="checkbox"/> c. DISADVANTAGED <input type="checkbox"/> d. WOMEN OWNED					
12. F.O.B. POINT Same as Block 6		14. GOVERNMENT B/L NO.		15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date) 06/28/14	
13. PLACE OF				16. DISCOUNT TERMS N/A	
a. INSPECTION Same as Block 6		b. ACCEPTANCE Same as Block 6			

17. SCHEDULE (See reverse for Rejections)

ITEM NO. (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	See Attached					

SEE BILLING INSTRUCTIONS ON REVERSE	18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.		17(h). TOT. (Cont. pages)
	21. MAIL INVOICE TO:						
	a. NAME U.S. Environmental Protection Agency						
	b. STREET ADDRESS (or P.O. Box) RTP-Finance Center (D143-02) 109 T.W. Alexander Drive						
	c. CITY Durham		d. STATE NC	e. ZIP CODE 27711	\$20,000.00		17(i). GRAND TOTAL

22. UNITED STATES OF AMERICA BY (Signature)

*Charles K. Hayes*

23. NAME (Typed)  
CHARLES K. HAYES

TITLE: CONTRACTING/ORDERING OFFICER

# Potters Pits TO #042-RARA-04C4

Contract: EP-S4-09-02, Task Order: 0042

Lead PR Number: PR-R4-10-10238

## Summary Information

Title: Potters Pits TO #042-RARA-04C4  
Period of Performance: From: 04/22/10  
To: 06/28/14  
Award Date: 04/22/10  
Total Funding: \$20,000.00

## Accounting/Appropriation Data

POP	DCN	BFYS	Fund	Org	PRC	Site/ Project	Cost Org	Obj Class	Amount	P / C
Base	RE0026	10	TR2B	04R0CC4	302DD2C	04C4RA01	C002	2505	\$20,000.00	C

## Funding Breakout

Acct.Info	Funding Category	Amount
FY2010 - RE0026	Cost Ceiling	\$20,000.00
Total:		\$20,000.00

## Procurement Management Roles

### TASK ORDER PROJECT OFFICER:

U.S. E.P.A.  
Attn: CHARLES E. SWAN  
61 FORSYTH STREET, SW  
ATLANTA, GA 30303

Mail Code:  
Phone Number: (404) 562-8848  
Fax Number:  
E-Mail Address: swan.charles@epa.gov

### ALTERNATE TASK ORDER PROJECT OFFICER:

U.S. E.P.A.  
Attn: MEREDITH CLARK  
61 FORSYTH STREET, SW  
ATLANTA, GA 30303

Mail Code:  
Phone Number: (404) 562-8919  
Fax Number:  
E-Mail Address: clark.meredith@epa.gov

## Attachments

Attachment Name

Task Order Provisions

## Task Order Totals

Category	POP	Amount
Cost Ceiling	Base Pd.	\$20,000.00

## **Task Order Provisions**

Contract: EP-S4-09-02, Task Order: 0042

Lead PR Number: PR-R4-10-10238

### **Background**

This action initiates a new Remedial Action (RA) task order for the Potters Pits Site, Wilmington, Brunswick County, North Carolina (042-RARA-04C4) in accordance with the attached statement of work and the terms and conditions of Clause G.8., Ordering Methods, of the basic contract.

### **Task Order Funding Ceiling**

An initial task order funding ceiling of \$20,000.00 is hereby established for a site visit, scoping meeting and the development of the RA task order work plan under task 1 (Project Planning). The contractor shall acknowledge receipt of this task order within five (5) calendar days and shall prepare and forward a written RI/FS work plan proposal within twenty (20) business days after the scoping meeting and/or site visit to the Contracting Officer.

### **Task Order Incremental Funding**

The amount of task order funding currently available for Task 1 (Project Planning) is \$20,000.00. The contractor **shall not** make expenditures or incur obligations in excess of the \$20,000.00 task order funding ceiling, except at the contractor's own risk.

When the contractor has reason to believe that the costs for this task order, which will accrue in the next thirty (30) days, will bring the total cost of this task order over seventy five (75) percent of the available funding specified in the task order, the contractor shall notify the Contracting Officer. Additional funding as needed shall be provided incrementally through a task order modification to fund the contractor's task order proposal.

### **EPA Contacts:**

#### **Task Order Project Officer**

Charles Swan  
(404) 562-8848

#### **Task Order Alternative Project Officer**

Meredith Clark  
(404) 562-8919

#### **Task Order COR**

Beverly Stepter  
(404) 562-8816

#### **Contracting Officer**

Charles Hayes  
(404) 562-8377

**STATEMENT OF WORK  
FOR REMEDIAL ACTION (RA)  
POTTER'S SEPTIC TANK SERVICES PITS**

April 22, 2010

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**STATEMENT OF WORK  
FOR REMEDIAL ACTION (RA)  
POTTER'S SEPTIC TANK SERVICES PITS  
Wilmington, Brunswick County, North Carolina  
April 22, 2010**

**Contract No: EP-S4-09-02**

**Task order No: 042-RARA-04C4**

**Introduction**

**PURPOSE**

The purpose of this task order is to implement the remedial action (RA) at the Potter's Pits. This statement of work (SOW) sets forth the framework and requirements for this effort. The record of decision (ROD), issued on September 27, 2000, defines the selected remedy. The RA is the implementation phase of site remediation or construction of the remedy, including necessary operation and maintenance (O&M), performance monitoring, and any special requirements. The overall objective of the RA is to monitor the natural attenuation of site related contaminants as described in the Supplemental Evaluation of Monitored Natural Attenuation at the Potter's Pits Site (O'Steen, 2000) and further documented in the Final Remedial Action Report, 2003. Implementation of the RA involves the procurement of subcontractor and management activities, in addition to technical engineering services. The goal for completion of this RA is June 28, 2014.

**SITE DESCRIPTION**

The Potter's Septic Tank Service Pits Site (Site) is situated on a 5-acre tract of land located in a residential community known as Sandy Creek in a rural section of Brunswick County, North Carolina. Sandy Creek is divided into one or two acre lots, most with a private domestic drinking water well. This community is located approximately one mile west of Maco, North Carolina, and is located immediately south of US Highway 74/76. From 1969 to 1976, the Skipper family owned the property and operated sludge hauling and oil spill clean-up companies in the Wilmington, North Carolina area. Septic tank sludge, oil sludge, and other waste materials were deposited in shallow unlined pits or directly on the land surface at the Site.

The major components of the selected remedy include:

- Monitoring will involve periodic (short and long-term) sampling and analysis of groundwater to determine if contaminants have degraded or migrated. Institutional controls may consist of deed recordation and restricting the use of specific areas of properties overlying impacted groundwater.

**GENERAL REQUIREMENTS**

This task order requires the contractor to complete an RA that meets the objectives and performance criteria specified in the ROD issued on September 27, 2000 and the Supplemental Evaluation of Monitored Natural Attenuation at the Potter's Pits Site (O'Steen, 2000), and further documented in the Final Remedial Action Report, 2003. The contractor shall furnish all necessary and appropriate personnel, including subcontractors, materials, and services needed for, or incidental to, performing and completing the RA. The RA and associated deliverables under this work assignment/task order shall be consistent with the RODs, the *Remedial Design/Remedial Action (RD/RA) Handbook* (U.S. EPA Office of Solid Waste and Emergency Response (OSWER) 9355.0-04B, EPA 540/R-95/059, June 1995), and all other guidance used by EPA in conducting an RA (Attachment 3).

The RA implementation shall be specifically based on Monitored Natural Attenuation and Institutional Controls as the groundwater remedy. The RA shall be complete when the following cleanup goals are met:

<b>Groundwater clean-up standards</b>	<b>clean-up goals (ppb)</b>
Benzene	1
Toluene	1,000
Ethylbenzene	29
Xylenes	400
Naphthalene	21
Chromium	50
Lead	15
1,2,4 trimethylbenzene	60
1,3,5 trimethylbenzene	60

This SOW and accompanying work breakdown structure (WBS) (Attachment 2) is provided as a format for the contractor to structure its proposed approach and cost estimate. Use the WBS in cost estimate preparation, and technical and cost tracking and reporting under this work assignment/ task order.

In conducting the task order, EPA expects the contractor to propose and implement the most appropriate and cost-effective procedures and methodologies using accepted engineering practices and controls. Throughout the performance of this task order, the EPA expects the contractor to be responsible for performing services and providing products at the lowest reasonable cost. If the contractor fails to meet the requirements within the negotiated costs, the government may elect to provide the contractor with additional funds to complete the task order without providing any additional fee. If there are changes to the SOW by the government, the government will issue a formal amendment to the SOW and negotiate the cost of the amendment with the contractor to form a new cost estimate.

A summary of the major deliverables and schedule for submittals is in Attachment 1. Submit the major deliverables using the Transmittal of Documents for Acceptance by EPA Form (Attachment 4). The EPA Task Order Manager (TOM)/Contracting Officer Representative (COR) will track deliverables submitted by the contractor using the Transmittal Register (Attachment 5).

Communicate at least weekly with the TOM/COR, either in face-to-face meetings or through conference calls. Document all decisions that are made in meetings and conversations with EPA. Forward this documentation to the COR within five working days of the meeting or conversation.

EPA will provide oversight of contractor activities throughout the RA. EPA review and approval of deliverables is a tool to assist this process and to satisfy, in part, EPA's responsibility to provide effective protection of public health, welfare, and the environment. EPA will review deliverables, including specific deliverables from the subcontractor(s) to the RA contractor, to assess the likelihood that the RA will achieve its remediation goals and that its performance and operations requirements have been met. Acceptance of plans and design-required submittals (i.e., shop drawings, design details) by EPA does not relieve the RA contractor or any subcontractor(s) from the adequacy of their deliverables or their professional responsibilities.

#### **RECORD KEEPING REQUIREMENTS**

Maintain all technical and financial records for the RA in accordance with the contract. At the completion of the task order, submit an official record of the RA in both compact disk and a hardcopy to the TOM/COR. Provide the deliverables using electronic media.

## US EPA PRIMARY CONTACT

The primary contact for this task order is Beverly Stepter. She can be reached at (404)562-8816, via facsimile at (404)562-8788, or via e-mail at [Stepter.Beverly@epa.gov](mailto:Stepter.Beverly@epa.gov). His/her mailing address is US EPA Region 4, 61 Forsyth St, Atlanta, GA 30303. The secondary contact is Richard Campbell. He can be reached at (404) 562-8825, via facsimile (404) 562-8788, or via e-mail at [campbell.richard@epa.gov](mailto:campbell.richard@epa.gov). His mailing address is US EPA Region 4, 61 Forsyth St, Atlanta, GA 30303.

## TASK ORDER COMPLETION DATE AND PROJECT CLOSEOUT

At the completion of the task order, perform all necessary project closeout activities as specified in the contract. These activities include closing out any subcontracts, indexing and consolidating project records and files as required above, and providing a technical and financial closeout report to EPA. The goal is to complete all technical activities and closeout activities for this task order by June 28, 2014.

## RA Work Planning

### WORK PLAN

WBS: 1.1

Prepare and submit a RA task order work plan that includes a detailed description of implementation activities, performance monitoring, and overall management strategy, including optimization, for the RA. Typical activities involved in preparing the work plan include, but are not limited to, the following:

- Contacting the Task Order Manager (TOM)/Contracting Officer Representative (COR) within five calendar days after receipt of the task order to schedule the scoping meeting to be held at the U.S. EPA Region 4 office in Atlanta, GA.
- Preparing the estimated cost to complete the task order, including subcontractor costs, for each element of the SOW; providing a breakdown of the cost by task and subtask levels, in accordance with the contract work breakdown structure (WBS).
- Negotiating and preparing a revised work plan, if the contractor fails to meet the Region's minimum standards. Note that EPA does not anticipate a need to re-negotiate with the contractor nor to require the contractor to revise the work plan. Contractor costs associated with the preparation of the revised work plan and cost estimate shall be paid by the government but shall not bear fee.
- Providing conflict of interest disclosure.

### SITE-SPECIFIC PLANS

WBS: 1.2

Review all existing site-specific plans and update, and/or maintain plans, as necessary, for RA implementation. Incorporate the plans and procedures received from any subcontractor(s) into the overall site plans. Should the contractor fail to meet the required standards in accordance with the appropriate legal, regulatory, and EPA guidance, prepare revised site-specific plans. (**NOTE:** In that event, contractor costs associated with the preparation of the revised site-specific plans shall be paid by EPA but shall not bear fee.) Typical plans include, Supplemental Evaluation of Monitored Natural Attenuation at the Potter's Pits Site (O'Steen, 2000), and further documented in the Final Remedial Action Report (2003) but are not limited to, the following:

- Revised Sampling and Analysis Plan (SAP) in accordance with 40 CFR 300.415(b)(4)(ii).
- Revised Quality Assurance Project Plan (QAPP) in accordance with *EPA Requirements for QA Project Plans* (QA/R-5). Office of Environmental Information. EPA/240/B-01/003, March 2001.

- Revised Site-specific Health and Safety Plan (HSP) that specifies employee training, protective equipment, medical surveillance requirements, standard operating procedures, and a contingency plan in accordance with 29 CFR 1910.120(l)(1) and (l)(2).

## **Project Management and Reporting**

### **PROJECT MANAGEMENT**

WBS: 1.4

Perform activities required to effectively manage the task order. These activities typically include, but are not limited to, the following:

- Monitoring costs and progress.
- Preparing and submitting monthly progress reports that document monthly and cumulative cost, performance status, and technical progress.
- Preparing and submitting monthly invoices in accordance with the level of detail as specified in the contract.
- Manage, track, and report status of site-specific equipment.
- Participating in meetings and preparing and submitting meeting summaries.
- Accommodating any external audit or review mechanism that EPA requires.
- Evaluating existing data, including usability, when directed by EPA.
- Reviewing background documents as directed by EPA.

### **ANALYTICAL SUPPORT AND DATA VALIDATION (AN)**

WBS: 6

Schedule, coordinate, track, and oversee sample analyses and validate analytical data. Typical activities include, but are not limited to, the following:

- Collecting, preparing, and shipping environmental samples in accordance with the Field Sampling Plan (FSP). The following types of sampling shall be required:
  - Field screening
  - Ground water sampling
  - Sediment and soil sampling
- - Developing data quality objectives (DQO) for each sampling event; these DQOs shall be the determinative factor for assessing the success or failure of the sampling.
- Requesting, obtaining, and performing oversight of analytical services in compliance with EPA requirements.
- Coordinating with the EPA Sample Management Office (SMO), the Regional Sample Control Coordinator (RSCC), and/or the Science and Ecosystem Support Division (SESD) regarding analytical support, data validation, and quality assurance issues.
- Implementing the EPA-approved laboratory quality assurance program that provides oversight of in-house and subcontracted laboratories through periodic performance evaluation sample analyses and/or on-site audits of operations and has a system of corrective actions.

- Providing sample management including chain of custody procedures, information management, sample retention, and 10-year data storage.
- Performing data validation, the process by which the quality of the data, the defensibility of the data, and the chain of custody are verified. Performing data validation in accordance with Regional guidelines.
- Reviewing data for usability for its intended purpose.
- Providing reports on data validation and usability.

#### CLEANUP VALIDATION (CV)

WBS: 7

Provide quality assurance monitoring and documentation that the work being done at the site is in accordance with the design and all subcontract(s) documents (drawings, specifications and plans). These tasks include, but are not limited to, the following:

- Sampling - Perform confirmatory sampling and analysis to include sample collection, shipping, analysis, and validation costs.
- Preparing Cleanup Status Report - Development of a report at the request of the TOM/COR that describes the progress of the RA based upon sampling and analytical results.

#### TASK ORDER CLOSEOUT (CO)

WBS: 12

Perform the necessary activities to close out the task order in accordance with contract requirements. Typical activities include but are not limited to, the following:

- Packaging and returning documents to the government.
- Duplicating/distribution/storage of files.
- Archiving files in accordance with Federal Record Center requirements.
- Preparing microfiche/microfilm/optical disk or other EPA-approved data storage technology.
- Preparing the closeout report in accordance with Regional guidance or other procedures as specified in the task order. If the final hours/budget is greater than +/- 10% of the original approved work plan/task order hours/budget, the TOCR must describe the circumstances that explain why this occurred.

**Attachment 1 - Summary of Major Submittals for the Remedial Action at  
Potter's Pits Site**

<b>DELIVERABLE</b>	<b>NO. OF COPIES</b>	<b>DUE DATE (calendar days)</b>	<b>EPA REVIEW PERIOD</b>
Monthly Progress Reports	3	Monthly and as required in the contract	NA
Remedial Action Work Plan	3	20 business days after scoping meeting and/or site visit	21 days after receipt of work plan
Public Meeting Support Materials	TBD	One week prior to scheduled meeting	NA
Health and Safety Plan (HASP)	3	14 days after approval of RA work plan	14 days after receipt of plan
Sampling and Analysis Plan (SAP)	3	14 days after approval of RA work plan	14 days after receipt of plan
Quality Assurance Project Plan (QAPP)	3	14 days after approval of RA work plan	14 days after receipt of plan
Subcontract Consent Request	3	14 days after receipt of bids (offers)	10 days after receipt of subcontractor consent request
Field Documentation	1	TBD	NA
Data Evaluation/ Cleanup Status Report	3	Quarterly as specified by the COR	NA
Technical Memorandum	3	30 days before final inspection	21 days after receipt of report
Inspection Report	3	21 days after final inspection	NA
As-Built Resolution/ Certification	3	30 days after final inspection	NA
Remedial Action Report	3	30 days after final inspection	21 days after receipt of report
Closeout Report	3	30 days after final RA report submitted	21 days after receipt of report
Final Costs	3	90 days after TASK ORDER CLOSEOUT	NA

## **Attachment 2 - Work Breakdown Structure for Remedial Action**

### **Task 1 Project Planning and Support**

**(PP)**

- 1.1 Project planning.
  - 1.1.1 Attend scoping meeting.
  - 1.1.3 Develop Work Plan and cost estimate
  - 1.1.4 Negotiate Work Plan and Cost Estimate.
  - 1.1.5 Provide conflict of interest disclosure.
- 1.2 Prepare, review, and revise the site-specific plans required to implement the RA at the site.
  - 1.2.2 Sampling and Analysis Plan (SAP).
  - 1.2.3 Field Sampling Plan (FSP).
  - 1.2.4 Quality Assurance Project Plan (QAPP).
  - 1.2.6 Health and Safety Plan (HASP) (incorporating subcontractor's Health and Safety Plan/s).
- 1.4 Project management.
  - 1.4.1 Monitor costs and prepare periodic status reports.
  - 1.4.2 Participate in meetings/communicate routinely/prepare meeting notes.
  - 1.4.3 Manage, track, and report status of site-specific equipment.
  - 1.4.4 Accommodate any external audit or review mechanism that EPA shall require.
  - 1.4.5 Evaluate existing data, including usability, when directed by EPA.
  - 1.4.7 Review background documents as directed by EPA.

### **Task 6 Analytical Support and Data Validation**

**(AN)**

- 6.1 Collect, prepare, and ship environmental samples in accordance with the Field Sampling Plan (FSP).
  - 6.1.1 Field screening.
  - 6.1.2 Ground water sampling.
  - 6.1.3. Sediment sampling
  - 6.1.4. soil sampling
- 6.2 Develop performance or acceptance criteria (such as data quality objectives (DQO)) for each sampling event; these criteria shall be the determinative factor for assessing the success or failure of the sampling.
- 6.3 Request, obtain, and perform oversight of analytical services in compliance with EPA requirements.
- 6.4 Coordinate with the EPA Sample Management Office (SMO), the Regional Sample Control Coordinator (RSCC), and/or the Environmental Services Division (ESD) regarding analytical support, data validation, and quality assurance issues.
- 6.5 Implement the EPA-approved laboratory quality assurance program that provides oversight of in-house and subcontracted laboratories through periodic performance evaluation sample analyses and/or on-site audits of operations and has a system of corrective actions.
- 6.6 Provide sample management including chain of custody procedures, information management, sample retention, and 10-year data storage.
- 6.7 Perform data validation, the process by which the quality of the data, the defensibility of the data, and the chain of custody are verified. Perform data validation in accordance with Regional guidelines.
- 6.8 Review data for usability for its intended purpose.
- 6.9 Provide reports on data validation and usability.

### **Task 7 Cleanup Validation**

**(CV)**

- 7.1 Perform confirmatory sampling and analysis.
- 7.2 Develop Clean-up Status Report.

### **Task 12 TASK ORDER CLOSEOUT**

**(CO)**

- 12.1 Package and return documents to the government.
- 12.2 Duplicate, distribute, and store files.

- 12.3 Archive files in accordance with Federal Record Center requirements.
- 12.4 Produce microfiche/microfilm/optical disk or other EPA-approved storage format.
- 12.5 Prepare the TASK ORDER CLOSEOUT Report (TOCR).



### Attachment 3 - Regulations and Guidance Documents

Although not comprehensive, the following list comprises many of the regulations and guidance documents that apply to the RD process:

1. *CERCLA Compliance with Other Laws Manual*, Two Volumes, U.S. EPA, Office of Emergency and Remedial Response, OSWER Directive No. 9234.1-01 and -02, August 1988 (DRAFT).
2. *Community Relations in Superfund — A Handbook*, U.S. EPA, Office of Emergency and Remedial Response, OSWER Directive No. 9230.0-3C, January 1992.
3. *The Data Quality Objectives for Process of Superfund: Interim Final Guidance*, U.S. EPA, Office of Emergency and Remedial Response and Office of Waste Programs Enforcement, EPA/540/R-93/071, September 1993.
4. *Guidance on Expediting Remedial Design and Remedial Actions*, EPA/540/G-90/006, August 1990 and the Supplemental Evaluation of Monitored Natural Attenuation at the Potter's Pits site (O'Steen, 2000).
5. *Guidance on Remedial Actions for Contaminated Ground Water at Superfund Sites*, U.S. EPA Office of Emergency and Remedial Response (DRAFT), OSWER Directive No. 9283.1-2.
6. *Guide to Management of Investigation-Derived Wastes*, U.S. EPA, Office of Solid Waste and Emergency Response, Publication 9345.3-03FS, January 1992.
7. *Interim Guidance on Compliance with Applicable of Relevant and Appropriate Requirements*, U.S. EPA, Office of Emergency and Remedial Response, OSWER Directive No. 9234.0-05, July 9 1987.
8. *National Oil and Hazardous Substances Pollution Contingency Plan*; Final Rule, Federal Register 40 CFR Part 300, March 8, 1990.
9. *Permits and Permit Equivalency Processes for CERCLA On-site Response Actions*, OSWER Directive 9355.7-03, February 19, 1992.
10. *Procedures for Completion and Deletion of NPL Sites*, U.S. EPA, Office of Emergency and Remedial Response, OSWER Directive No. 9320.2-3A, April 1989.
11. *Quality in the Constructed Project: A Guideline for Owners, Designers and Constructors*, Volume 1, Preliminary Edition for Trial Use and Comment, American Society of Civil Engineers, May 1988.
12. *Remedial Design/Remedial Action (RD/RA) Handbook*, U.S. EPA, Office of Solid Waste and Emergency Response (OSWER) 9355.0-04B, EPA 540/R-95/059, June 1995.
13. *Scoping the Remedial Design* (Fact Sheet), OSWER Publ. 9355-5-21 FS, February 1995.
14. *Standards for the Construction Industry*, Code of Federal Regulations, Title 29, Part 1926, Occupational Health and Safety Administration.
15. *Standards for General Industry*, Code of Federal Regulations, Title 29, Part 1910, Occupational Health and Safety Administration.
16. *Superfund Guidance on EPA Oversight of Remedial Designs and Remedial Actions Performed by Potentially Responsible Parties*, EPA/540/G-90/001, April 1990.
17. *Superfund Response Action Contracts* (Fact Sheet), OSWER Publ. 9242.2-08FS, May 1993.
18. *Treatability Studies Under CERCLA*, Final. U.S. EPA, Office of Solid Waste and Emergency Response, EPA/540/R-92/071a, October 1992.
19. *Value Engineering* (Fact Sheet), U.S. EPA, Office of Solid Waste and Emergency Response, Publication 9355.5-03FS, May 1990.

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See the following guidance documents for more information on performance-based contracting:

20. *A Guide to Best Practices for Performance-Based Service Contracting*, Office of Federal Procurement Policy, April 1996.
21. *A Guide to Best Practices for Performance-Based Service Contracting*, Final Edition, Office of Federal Procurement Policy, October 1998.
22. *Performance-Based Contracting* (Fact Sheet), U.S. EPA, Office of Emergency and Remedial Response, Draft February 1999.
23. Policy Letter 91-2, To The Heads of Executive Agencies and Departments, April 9, 1991.

## Attachment 4 - Transmittal of Documents for Acceptance by EPA

[illegible]

### Attachment 5 - Transmittal Register

TRANSMITTAL REGISTER								
PROJECT TITLE AND LOCATION				CONTRACT NO.			WORK ASSIGNMENT NO.	
Subtask No.	DELIVERABLE	Number of Copies	Due Date	Transmittal Number	Date Received	Date Comments Sent to Contractor	EPA Acceptance Date	REMARKS

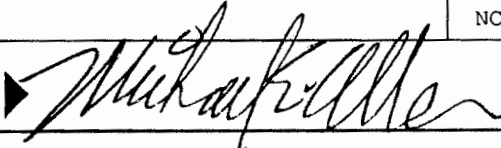


# ORDER FOR SUPPLIES OR SERVICES

PAGE OF PAGES

1 2

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

1. DATE OF ORDER 08/19/2010		2. CONTRACT NO. (If any) EP-S4-09-02		6. SHIP TO: a. NAME OF CONSIGNEE REGION 4			
3. ORDER NO. EP-DTO4-00046		4. REQUISITION/REFERENCE NO. PR-R4-10-00266		b. STREET ADDRESS US ENVIRONMENTAL PROTECTION AGENCY ATLANTA FEDERAL CENTER 61 FORSYTH STREET SW ATLANTA GA 30303-3104			
5. ISSUING OFFICE (Address correspondence to) REGION 4 US ENVIRONMENTAL PROTECTION AGENCY ATLANTA FEDERAL CENTER 61 FORSYTH STREET SW ATLANTA GA 30303-3104				c. CITY ATLANTA		d. STATE GA	e. ZIP CODE 30303-3104
7. TO: NA				f. SHIP VIA			
a. NAME OF CONTRACTOR BLACK VEATCH SPECIAL PROJECTS CORP				8. TYPE OF ORDER <input type="checkbox"/> a. PURCHASE REFERENCE YOUR:   Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet, if any, including delivery as indicated.			
b. COMPANY NAME				<input checked="" type="checkbox"/> b. DELIVERY Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.			
c. STREET ADDRESS 6601 COLLEGE BOULEVARD							
d. CITY OVERLAND PARK		e. STATE KS	f. ZIP CODE 66211				
9. ACCOUNTING AND APPROPRIATION DATA See Schedule				10. REQUISITIONING OFFICE RECONSTRUCT ORIGINATING OFFICE			
11. BUSINESS CLASSIFICATION (Check appropriate box(es)) <input type="checkbox"/> a. SMALL <input checked="" type="checkbox"/> b. OTHER THAN SMALL <input type="checkbox"/> c. DISADVANTAGED <input type="checkbox"/> g. SERVICE-DISABLED VETERAN-OWNED <input type="checkbox"/> d. WOMEN-OWNED <input type="checkbox"/> e. HUBZone <input type="checkbox"/> f. EMERGING SMALL BUSINESS				12. F.O.B. POINT Destination			
13. PLACE OF a. INSPECTION Destination		b. ACCEPTANCE Destination		14. GOVERNMENT B/L NO.		15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date)	
						16. DISCOUNT TERMS	
17. SCHEDULE (See reverse for Rejections)							
ITEM NO. (a)	SUPPLIES OR SERVICES (b)			QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)
	DUNS Number: 603168931 Brunswick Wood Preserving Site, Ongoing RA 046-RARA-04QF TREASURY SYMBOL: 68 8145 See Attached Task Order Provisions and Statement of Work (SOW) Continued ...						
18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.		17(h) TOTAL (Cont. pages)	
21. MAIL INVOICE TO:							
a. NAME RTP FINANCE CENTER						\$20,000.00	
b. STREET ADDRESS (or P.O. Box) abcd US ENVIRONMENTAL PROTECTION AGENCY RTP-FINANCE CENTER MAIL DROP D143-02 109 TW ALEXANDER DRIVE						\$20,000.00	
c. CITY DURHAM		d. STATE NC	e. ZIP CODE 27711			17(i) GRAND TOTAL	
22. UNITED STATES OF AMERICA BY (Signature) 				23. NAME (Typed) Michael E. Allen TITLE: CONTRACTING/ORDERING OFFICER			

**ORDER FOR SUPPLIES OR SERVICES  
SCHEDULE - CONTINUATION**

PAGE OF PAGES

2

2

**IMPORTANT:** Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER  
08/19/2010

CONTRACT NO.  
EP-S4-09-02

ORDER NO.  
EP-DTO4-00046

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY ORDERED (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)	QUANTITY ACCEPTED (G)
0001	<p>Admin Office: REGION 4 US ENVIRONMENTAL PROTECTION AGENCY ATLANTA FEDERAL CENTER 61 FORSYTH STREET SW ATLANTA GA 30303-3104</p> <p>Accounting Info: 10-TCD-4AD0R-302DD2C-2505-04QFRA01-C001-104A DT0021-001 BFY: 10 Fund: TCD Budget Org: 4AD0R Program (PRC): 302DD2C Budget (BOC): 2505 Job #: 04QFRA01 Cost: C001 DCN - Line ID: 104ADT0021-001 Period of Performance: 08/31/2010 to 08/30/2011</p> <p>Brunswick Wood ongoing RA activities for OUL. Contract EP-S4-09-02 (Black &amp; Veatch). TAS: 8145</p> <p>The obligated amount of award: \$20,000.00. The total for this award is shown in box 17(i).</p>				20,000.00	

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

## **TASK ORDER PROVISIONS**

**Contract:** EP-S4-09-02, **Task Order Number:** 0046

### **Background**

This action initiates a new Remedial Action (RA) task order for the Brunswick Wood Preserving OUI Ongoing RA Superfund Site (046-RARA-04QF) in accordance with the attached statement of work and the terms and conditions of Clause G.8., Ordering Methods, of the basic contract.

### **Task Order Funding Ceiling**

An initial task order funding ceiling of \$20,000.00 is hereby established for a site visit, scoping meeting, and the development of the RA Task Order work plan under Task 1 (Project Planning). The contractor shall acknowledge receipt of this task order within five (5) calendar days and shall prepare and forward to the Contracting Officer within twenty (20) business days after the scoping meeting and/or site visit, a written RA task order work plan proposal.

### **Task Order Incremental Funding**

The amount of task order funding currently available for Task 1 (Project Planning) is \$20,000.00. The contractor shall not make expenditures or incur obligations under this task order in excess of the ceiling price of \$20,000.00, except at the contractor's own risk.

When the contractor has reason to believe that the costs for this task order, which will accrue in the next thirty (30) days, will bring the total cost of this task order over seventy five (75) percent of the available funding specified in the task order, the contractor shall notify the Contracting Officer. Additional funding as needed shall be provided incrementally through a task order modification to fund the contractor's task order proposal.

### **EPA Contacts:**

#### **Contract Level COR**

Charles Swan  
(404) 562-8848

#### **Task Order COR**

Meredith Clark  
(404) 562-8919

#### **Task Order COR**

Brian Farrier  
(404) 562-8952

#### **Contracting Officer**

Michael E. Allen  
(404) 562-8393

**RAC II**  
**STATEMENT OF WORK**  
**FOR REMEDIAL ACTION (RA)**  
**Brunswick Wood Preserving Site, Ongoing RA**  
**Glynn County, Georgia**  
**August 19, 2010**

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**RAC II MODEL STATEMENT OF WORK  
FOR REMEDIAL ACTION  
Brunswick Wood Preserving Site, Ongoing RA  
Glynn County, Georgia  
August 19, 2010**

**Contract No: EP-S4-09-02**

**Task Order No: 046-RARA-04QF**

**Introduction**

**PURPOSE**

The purpose of this task order is to complete implementation of the ongoing remedial action (RA) for Operable Unit One (OU1) at the Brunswick Wood Preserving site, in accordance with the objectives of the remedial design (RD); this RA began in 2006 under RAC I. This statement of work (SOW) sets forth the framework and requirements for this effort. The OUI record of decision (ROD), issued on June 19, 2002, defines the selected remedy. The RA is the implementation phase of site remediation or construction of the remedy, including necessary operation and maintenance (O&M), performance monitoring, and any special requirements. The RA is based on the RD, which is designed to achieve the remediation goals specified in the ROD. Implementation of the RA involves the procurement of subcontractor(s) and management activities, in addition to technical engineering services. The goal for completion of this RA is September 30, 2011.

**SITE DESCRIPTION**

The site was originally operated by American Creosote Company, which constructed the facility sometime between 1958 and 1960, then sold it shortly afterward. The site was acquired by Escambia Treating Company in 1969 from Georgia Creosoting Company and the Brunswick Creosoting Company, thought to be the same company. In 1985, a corporate reorganization resulted in the purchase of the facility by the Brunswick Wood Preserving Company, which operated the site until it closed in early 1991. Each of the three major types of wood treating operations were carried out at the facility: creosote (which includes many polynuclear aromatic hydrocarbons), PCP (pentachlorophenol, which is associated with dioxin), and CCA (chromium/copper/arsenic). During the site's operation, contamination of the environment resulted from several activities, including poor housekeeping, open dumping into Burnett Creek, and accidental spills. In addition, wastes were sprayed in the air over the IM-4/5 ponds to reduce waste volumes.

The major components of the selected remedy for OU1 are listed below. This RAC II task order will focus on the IM-4/5 cap and the in-situ groundwater treatment components of the remedy. **The scope of this task order is being amended to include the construction of a secondary barrier wall on the western end of the site. The purpose of the secondary wall is to capture creosote product that is cost-prohibitive to treat via ISCO.**

- Construction of two caps over the IM-1/2 and *IM-4/5 ponds*, consisting of subcaps, geosynthetic liners, and a 2.5 foot thick soil layer.
- Construction of 3 to 5 foot thick subcaps under the caps. These caps will consist at a minimum of soils and sediments from three sources: the CCA Waste Cell, site soils above the performance standard of 1 ppb TEQ dioxin, and selected sediments from Burnett Creek located at Perry Lane Road and in the short east-west reach of the creek just south of Perry Lane Road.
- Solidification and/or stabilization of the subcap materials.
- Construction of subsurface barrier walls to contain groundwater, consisting of slurry-filled trenches to be dug to the weathered limestone located at 50 to 65 feet deep.
- *In-situ groundwater treatment using chemical oxidation to enhance natural degradation of site contaminants in groundwater outside the cap/wall at IM-1/2.*
- Long-term monitoring to ensure that the remedy is protective. This monitoring would include: sampling under the caps to see if natural processes break down site contaminants, groundwater sampling outside the slurry walls, and ensuring the slurry walls' integrity.
-

- Engineering controls to control surface water runoff, dust, air quality, etc. and ensure that Remedial Action Objectives are met during and after putting the remedy in place.
- Institutional controls as necessary to restrict future land use and groundwater use.

## GENERAL REQUIREMENTS

This task order requires the contractor to complete an RA that meets the objectives and performance criteria specified in the ROD issued on June 19, 2002, and the RD. Furnish all necessary and appropriate personnel, including subcontractors, materials, and services needed for, or incidental to, performing and completing the RA. The RA and associated deliverables under this task order shall be consistent with the RODs, the *Remedial Design/Remedial Action (RD/RA) Handbook* (U.S. EPA Office of Solid Waste and Emergency Response (OSWER) 9355.0-04B, EPA 540/R-95/059, June 1995), and all other guidance used by EPA in conducting an RA (Attachment 3).

The RA implementation shall be specifically based on the major components of the remedy, as set forth in the previous section. The RA shall be complete when the contractor constructs these components in the field to EPA's satisfaction.

This SOW and accompanying work breakdown structure (WBS) (Attachment 2) is provided as a format for the contractor to structure its proposed approach and cost estimate. Use the WBS in cost estimate preparation and technical and cost tracking and reporting under this task order.

In conducting the task order, EPA expects the contractor to propose and implement the most appropriate and cost-effective procedures and methodologies using accepted engineering practices and controls. Throughout the performance of this task order, the EPA expects the contractor to be responsible for performing services and providing products at the lowest reasonable cost. If the contractor fails to meet the requirements within the negotiated costs, the government may elect to provide the contractor with additional funds to complete the task order without providing any additional fee. If there are changes to the SOW by the government, the government will issue a formal amendment to the SOW and negotiate the cost of the amendment with the contractor to form a new cost estimate.

A summary of the major deliverables and schedule for submittals is in Attachment 1. Submit the major deliverables using the Transmittal of Documents for Acceptance by EPA Form (Attachment 4). The EPA Task Order Manager (TOM)/Contracting Officer Representative (COR) will track deliverables submitted by the contractor using the Transmittal Register (Attachment 5).

Communicate at least weekly with the TOM/COR, either in face-to-face meetings or through conference calls. Document all decisions that are made in meetings and conversations with EPA. Forward this documentation to the COR within five working days of the meeting or conversation.

EPA will provide oversight of contractor activities throughout the RA. EPA review and approval of deliverables is a tool to assist this process and to satisfy, in part, EPA's responsibility to provide effective protection of public health, welfare, and the environment. EPA will review deliverables, including specific deliverables from the subcontractor(s) to the RA contractor, to assess the likelihood that the RA will achieve its remediation goals and that its performance and operations requirements have been met. Acceptance of plans and design-required submittals (i.e., shop drawings, design details) by EPA does not relieve the RA contractor or any subcontractor(s) from the adequacy of their deliverables or their professional responsibilities.

## RECORD KEEPING REQUIREMENTS

Maintain all technical and financial records for the RA in accordance with the contract. At the completion of the task order, submit an official record of the RA in both compact disk and a hardcopy to the TOM/COR. Provide the deliverables using electronic media.

## US EPA PRIMARY CONTACT

The primary contact for this task order is Brian Farrier. He can be reached via email at [farrier.brian@epa.gov](mailto:farrier.brian@epa.gov). His mailing address is US EPA Region 4, 61 Forsyth St., SW, Atlanta, Georgia, 30303.

## TASK ORDER COMPLETION DATE AND PROJECT CLOSEOUT

At the completion of the task order, perform all necessary project closeout activities as specified in the contract. These activities include closing out any subcontracts, indexing and consolidating project records and files as required above, and providing a technical and financial closeout report to EPA. The goal is to complete all technical activities and closeout activities for this task order by September 30, 2011.

## RA Work Planning

### WORK PLAN

WBS: 1.1

Prepare and submit a RA work plan that includes a detailed description of implementation activities, performance monitoring, and overall management strategy, including optimization, for the RA. Typical activities involved in preparing the work plan include, but are not limited to, the following:

- Contacting the Task Order Manager (TOM)/Contracting Officer Representative (COR) within five calendar days after receipt of the task order to schedule the scoping meeting to be held at the U.S. EPA Region 4 office in Atlanta, Georgia. Regional personnel will be available to meet with the contractor 20 to 30 calendar days after the initial scoping meeting to discuss and clarify any issues the contractor may have regarding this project. Contact the TOM/COR to schedule this meeting at least five working days before the proposed meeting date.
- Preparing and submitting a final RA work plan within 45 calendar days after the scoping meeting. The work plan shall include a detailed description of the technical approach for the RA. Specify the necessary procedures, inspections, deliverables, and schedules. Include a comprehensive implementation management schedule for completion of each major activity and submittal.
- Preparing the estimated cost to complete the task order, including subcontractor costs, for each element of the SOW; providing a breakdown of the cost by task and subtask levels, in accordance with the contract work breakdown structure (WBS).
- Negotiating and preparing a revised work plan, if the contractor fails to meet the Region's minimum standards. Note that EPA does not anticipate a need to re-negotiate with the contractor nor to require the contractor to revise the work plan. Contractor costs associated with the preparation of the revised work plan and cost estimate shall be paid by the government but shall not bear fee.
- Providing conflict of interest disclosure.

### SITE-SPECIFIC PLANS

WBS: 1.2

Review all existing site-specific plans and prepare, update, and/or maintain plans, as necessary, for RA implementation. Incorporate the plans and procedures received from any subcontractor(s) into the overall site plans. Should the contractor fail to meet the required standards in accordance with the appropriate legal, regulatory, and EPA guidance, prepare revised site-specific plans. (NOTE: In that event, contractor costs associated with the preparation of the revised site-specific plans shall be paid by EPA but shall not bear fee.) Typical plans include, but are not limited to, the following:

- Site Management Plan.

- Sampling and Analysis Plan (SAP) in accordance with 40 CFR 300.415(b)(4)(ii).
- Field Sampling Plan (FSP) in accordance with 40 CFR 300.415(b)(4)(ii).
- Quality Assurance Project Plan (QAPP) in accordance with *EPA Requirements for QA Project Plans* (QA/R-5). Office of Environmental Information. EPA/240/B-01/003, March 2001.
- Contingency Plan.
- Site-specific Health and Safety Plan (HSP) that specifies employee training, protective equipment, medical surveillance requirements, standard operating procedures, and a contingency plan in accordance with 29 CFR 1910.120(1)(1) and (1)(2). NOTE: The RD HSP may be modified for use if appropriate.

## **Project Management and Reporting**

### **PROJECT MANAGEMENT**

WBS: 1.4

Perform activities required to effectively manage the task order. These activities typically include, but are not limited to, the following:

- Monitoring costs and progress.
- Preparing and submitting monthly progress reports that document monthly and cumulative cost, performance status, and technical progress.
- Preparing and submitting monthly invoices in accordance with the level of detail as specified in the contract.
- Manage, track, and report status of site-specific equipment.
- Participating in meetings and preparing and submitting meeting summaries.
- Accommodating any external audit or review mechanism that EPA requires.
- Evaluating existing data, including usability, when directed by EPA.
- Coordinating with local and emergency response teams.
- Reviewing background documents as directed by EPA.
- Attending EPA-held training.

## COMMUNITY INVOLVEMENT (CR)

WBS: 2

Prepare and implement the Community Involvement Plan (CIP) for the site. Perform community involvement activities in support of EPA throughout the RA in accordance with the *National Oil and Hazardous Substances Pollution Contingency Plan* (NCP, 40 CFR Part 300) and the *Community Relations in Superfund - A Handbook*, (U.S. EPA, Office of Emergency and Remedial Response, OSWER Directive No. 9230.0-3C, January 1992). These tasks include, but are not limited to, the following:

- Providing public meeting and/or open house support.
- Preparing fact sheets, notices and other informational documents.
- Providing public hearing support.
- Preparing presentation materials.
- Implementing other community involvement activities as identified by the site-specific CIP or EPA.
- Providing technical support to review Community Involvement deliverables and participate in public meetings.

## MANAGEMENT SUPPORT (MS)

WBS: 4

Manage and monitor the subcontract(s) required to implement the RA. Institute procedures, monitor progress, and maintain systems and records to ensure that the work proceeds according to requirements specified in the contract documents. Typical activities include, but are not limited to, the following:

- Providing financial management including review and approval of invoices, subcontract modifications, and task order amendments to include direct cost of change orders/financial tracking; and maintain a code of accounts and/or WBS for cost/schedule reporting purposes.
- Providing cost monitoring including weekly and monthly cost tracking. Analyze progress payments and make recommendations including retaining and deviation from projected rates of expenditure.
- Monitoring subcontractor compliance with the Davis-Bacon Act and related requirements.
- Providing engineering support including review of field logs, attending biweekly/weekly/monthly meetings, and providing supplemental support for field change requests, value engineering change and system optimization proposals, non-conformance reports issued by resident engineer, and re-design activities.
- Managing, tracking, and reporting the status of all government-furnished equipment and contractor-acquired property in accordance with contract requirements.

## RA Subcontract Award

### PROCUREMENT OF SUBCONTRACT (PB)

WBS: 3

Solicit, evaluate, select, and award the necessary subcontract(s) to implement the RA under this task. The contractor must adhere to Federal Acquisition Regulation (FAR), EPA Acquisition Regulation (EPAAR), and contract specific subcontracting requirements in procuring subcontractor(s). To the maximum extent practicable, the types of subcontracts procured shall follow performance-based contracting (PBC) methods. The tasks to be performed shall be determined by the contractor's technical approach as detailed in the work plan. These tasks include, but are not limited to, the following:

- Prebid (Pre-solicitation) Activities
  - Duplication and distribution of contract documents
  - Advertising/soliciting of bids
  - Issuing addenda
  - Holding Pre-bid (pre-solicitation) meetings
  - Resolution of bidder (offeror) inquiries
  - Holding On-site visits
  - Compilation of contract documents
  - Readvertise/Resolicit bids/offers and repackage documents if necessary. [NOTE: All costs associated with the re-advertisement/resolicitation of subcontract(s) shall be paid by the Government, but shall bear no additional fee.]
- Pre-Award/Award Activities.
  - Receipt of bids (offers).
  - Determination of responsive, responsible bidder/s (offeror/s).
  - Bid (offer) tabulation and analysis.
  - Receipt of follow-up items from lowest responsible bidder/s (offeror/s).
  - Review of Equal Employment Opportunities (EEO), Minority Business Entrepreneurs (MBE) requirements, and Small, Disadvantaged Business Subcontracting Plans.
  - Perform reference checks.
  - Request consent from EPA.
  - Award subcontract and issue notice of award.
- Post-Award Activities.
  - Attend post award meetings/preconstruction conference.
  - Review permits, insurance, bonds, certificates, and documentation required by the specifications.
  - Review and approve subcontractor's measurement and payment schedule.
  - Establish guidelines for payment of items delivered by not yet installed.
  - Review subcontractor activity schedule.
- Submittal review and preparation of Notice to Proceed (NTP).
  - Establish procedures for review of submittals.
  - Review subcontractor submittals.
  - Issue Notice To Proceed.
- Reviewing revisions/addendum to subcontractor submittals (optional).

## **RA Implementation Management**

### **DETAILED RESIDENT INSPECTION (Resident Engineer) (RI)**

**WBS: 5**

Provide field supervision associated with the monitoring and documentation of the work being done at the site in accordance with the design and all subcontract(s) documents (e.g., drawings, specifications and plans) and ensure the implementation of the remedial action at the site is protective of human health and the environment. Typical activities include, but are not limited to, the following:

- Conducting/attending progress meetings.
- Maintaining field logs and daily diaries.
- Providing advice on what is intended by subcontract documents.
- Preparing sketches to reflect field conditions.
- Checking construction drawings submitted by construction subcontractors for compliance with design concept.
- Preparing reports on inspections.
- Making final inspection and preparing report.
- Monitoring, updating, and reporting construction progress.
- Reviewing and recommending time extensions.
- Coordinating with Home Office/Management Support.
- Conducting regular Davis-Bacon Act interviews on-site. (The TOM/COR shall be informed regarding scheduling of such interviews so that he/she can be present on site.)
- Reviewing and recommending action on value engineering change proposals.
- Reviewing and making recommendations for changes.
- Providing advice on need and cost of proposed change orders.
- Providing assistance in prevention and resolution of subcontractor claims.
- Recommending approval or rejection of construction schedules.
- Performing field testing, recommending action on health and safety considerations (e.g., site safety plan), monitoring quality control procedures.

### **ANALYTICAL SUPPORT AND DATA VALIDATION (AN)**

**WBS: 6**

Schedule, coordinate, track, and oversee sample analyses and validate analytical data. Typical activities include, but are not limited to, the following:

- Collecting, preparing, and shipping environmental samples in accordance with the Field Sampling Plan (FSP). The following types of sampling shall be required:
  - Field screening
  - Ground water sampling
  - Surface and subsurface soil sampling
  - Surface water and sediment sampling
  - Air monitoring and sampling
- Developing data quality objectives (DQO) for each sampling event; these DQOs shall be the determinative factor for assessing the success or failure of the sampling.
- Requesting, obtaining, and performing oversight of analytical services in compliance with EPA requirements.
- Coordinating with the EPA Sample Management Office (SMO), the Regional Sample Control Coordinator (RSCC), and/or the Environmental Services Division (ESD) regarding analytical support, data validation, and quality assurance issues.
- Implementing the EPA-approved laboratory quality assurance program that provides oversight of in-house and subcontracted laboratories through periodic performance evaluation sample analyses and/or on-site audits of operations and has a system of corrective actions.
- Providing sample management including chain of custody procedures, information management, sample retention, and 10-year data storage.
- Performing data validation, the process by which the quality of the data, the defensibility of the data, and the chain of custody are verified. Performing data validation in accordance with Regional guidelines.
- Reviewing data for usability for its intended purpose.
- Providing reports on data validation and usability.

#### CLEANUP VALIDATION (CV)

WBS: 7

Provide quality assurance monitoring and documentation that the work being done at the site is in accordance with the design and all subcontract(s) documents (drawings, specifications and plans). These tasks include, but are not limited to, the following:

- Sampling - Perform confirmatory sampling and analysis to include sample collection, shipping, analysis, and validation costs.
- Preparing Cleanup Status Report - Development of a report at the request of the TOM/COR that describes the progress of the RA based upon sampling and analytical results.

#### RA IMPLEMENTATION (SUBPOOL ACTIVITIES) (AI)

WBS: 8

Manage and oversee the RA elements implemented by subcontractor(s) at the site in accordance with the O&M plan, the design, and all subcontract(s) documents (drawings, specifications and plans). Typical activities include, but are not limited to, the following:

- Site-specific preparation: Securing the site and establishing an operations area, including laying out of clean zone, waste/stage handling areas, and decontamination areas if required



- Implementation of the RA in accordance with the O&M plan, the design, and the subcontract plans and specifications.
- Site-specific RA reserve. (change orders) (reserve usually 15% of estimated subcontract cost depending on nature of job) [NOTE: This subtask is for costs only - no hours should be reflected under this subtask, only dollars.]

#### REUSE PLANNING (RV)

WBS: 9

Assist in the review and evaluation of reuse plans and redevelopment plans submitted to ensure long-term protectiveness of the RA and remedy.

#### PROJECT PERFORMANCE (PJ)

WBS: 10

Perform all activities necessary to ensure the RA implemented at the site is in accordance with the design and O&M plan and all subcontractor documents. Typical activities include, but are not limited to, the following:

- Conducting pre start-up check out
  - Reviewing O&M manual.
  - Describing and analyzing potential operating problems.
  - Supporting training operation and maintenance of O&M staff, including State personnel.
  - Advising on conformity to applicable performance and operations requirements.
  - Determining cause of failure and developing corrective action report.
  - Reviewing record development, laboratory procedures, process system, safety and emergency systems, and warranty files.
- Evaluating equipment system performance, witness performance tests, gathering and testing samples.
- For the one-year operational and functional period, operating and providing appropriate upkeep and maintenance of installed response action construction items including the facilities, equipment, and appropriate engineered controls such as fencing for the site in accordance with the O&M Manual and Sampling and Analysis Plan (SAP).
- Operating and providing appropriate upkeep and maintenance of installed response action construction items including the facilities, equipment, and appropriate engineered controls such as fencing for the site in accordance with the O&M Manual and Sampling and Analysis Plan (SAP) for a time period as specified in the task order.
- Updating the O&M Manual, as appropriate.
- Conducting trend analyses and optimization studies to improve system efficiency and reduce operation cost of RA.

### RA Completion

#### PROJECT COMPLETION AND CLOSEOUT (PC)

WBS: 11

Ascertain project completion and closeout of the subcontract(s) associated with the RA at the site. These tasks include but are not limited to, the following:

- Demobilization of subcontractors.
- Pre-final/Final Activities - Consolidation of project needs, pre-final/final inspection and certification, direct final project demobilization and make lockout inspection.

- Final Payment/Punch List - Resolution/certification that project is complete according to plans and specifications. May involve trial periods, shakedown, test or trial runs/burns.
- Submission of as-built drawings.
- Updating the O&M Manual.
- Training for State and/or contractor employees who will conduct further O&M as required.
- Assisting in transfer of project to the State upon the determination that the project is Operational and Functional (O&F).
- Preparing Remedial Action Report in accordance with Closeout Procedures for National Priorities List Sites OSWER Directive 9320.2-09A-P, January 2000.

#### TASK ORDER CLOSEOUT (CO)

WBS: 12

Perform the necessary activities to close out the task order in accordance with contract requirements. Typical activities include but are not limited to, the following:

- Packaging and returning documents to the government.
- Duplicating/distribution/storage of files.
- Archiving files in accordance with Federal Record Center requirements.
- Preparing microfiche/microfilm/optical disk or other EPA-approved data storage technology.
- Preparing the closeout report in accordance with Regional guidance or other procedures as specified in the task order. If the final hours/budget is greater than +/- 10% of the original approved work plan/task order hours/budget, the TOCR must describe the circumstances that explain why this occurred.

**Attachment 1 - Summary of Major Submittals for the Remedial Action at  
Brunswick Wood Preserving Superfund Site – Ongoing RA**

<b>DELIVERABLE</b>	<b>NO. OF COPIES</b>	<b>DUE DATE (calendar days)</b>	<b>EPA REVIEW PERIOD</b>
Monthly Progress Reports	3	Monthly and as required in the contract	NA
Remedial Action Work Plan	3	45 days after initiation of task order (TO)	21 days after receipt of work plan
Public Meeting Support Materials	TBD	One week prior to scheduled meeting	NA
Site Management Plan (SMP)	3	14 days after approval of RA work plan	14 days after receipt of plan
Health and Safety Plan (HASP)	3	14 days after approval of RA work plan	14 days after receipt of plan
Sampling and Analysis Plan (SAP)	3	14 days after approval of RA work plan	14 days after receipt of plan
Quality Assurance Project Plan (QAPP)	3	14 days after approval of RA work plan	14 days after receipt of plan
Construction Management Plan (CMP)	3	14 days after approval of RA work plan	14 days after receipt of plan
Subcontract Consent Request	3	14 days after receipt of bids (offers)	10 days after receipt of subcontractor consent request
Field Documentation	1	TBD	NA
Data Evaluation/ Cleanup Status Report	3	Quarterly as specified by the COR	NA
Technical Memorandum	3	30 days before final inspection	21 days after receipt of report
Inspection Report	3	21 days after final inspection	NA
As-Built Resolution/ Certification	3	30 days after final inspection	NA
Remedial Action Report	3	30 days after final inspection	21 days after receipt of report
Closeout Report	3	30 days after final RA report submitted	21 days after receipt of report
Final Costs	3	90 days after task order closeout	NA

## **Attachment 2 - Work Breakdown Structure for Remedial Action**

### **Task 1 Project Planning and Support**

**(PP)**

- 1.1 Project planning.
  - 1.1.1 Attend scoping meeting.
  - 1.1.2 Conduct site visit.
  - 1.1.3 Develop Work Plan and cost estimate
  - 1.1.4 Negotiate Work Plan and Cost Estimate.
  - 1.1.5 Provide conflict of interest disclosure.
  - 1.1.6 Prepare Health and Safety Plan (HASP) (Prime Contractor).
- 1.2 Prepare, review, and revise the site-specific plans required to implement the RA at the site.
  - 1.2.1 Site Management Plan.
  - 1.2.2 Sampling and Analysis Plan (SAP).
  - 1.2.3 Field Sampling Plan (FSP).
  - 1.2.4 Quality Assurance Project Plan (QAPP).
  - 1.2.5 Contingency Plan.
  - 1.2.6 Health and Safety Plan (HASP) (incorporating subcontractor's Health and Safety Plan/s).
- 1.4 Project management.
  - 1.4.1 Monitor costs and prepare periodic status reports.
  - 1.4.2 Participate in meetings/communicate routinely/prepare meeting notes.
  - 1.4.3 Manage, track, and report status of site-specific equipment.
  - 1.4.4 Accommodate any external audit or review mechanism that EPA shall require.
  - 1.4.5 Evaluate existing data, including usability, when directed by EPA.
  - 1.4.6 Coordinate with local and emergency response teams.
  - 1.4.7 Review background documents as directed by EPA.
  - 1.4.8 Attend EPA-held training.

### **Task 2 Community Involvement**

**(CR)**

- 2.3 Provide public meeting and/or open house support.
- 2.4 Prepare fact sheets, notices and other informational documents.
- 2.6 Provide public hearing support.
- 2.11 Prepare presentation materials.
- 2.12 Implementation of other Community Involvement activities as identified by the site-specific Community Involvement Plan or EPA.
- 2.13 Provide technical support to review Community Involvement deliverables and participate in public meetings.

### **Task 3 Procurement of Subcontract(s)**

**(PB)**

- 3.1 Prebid (pre-solicitation) activities.
  - 3.1.1 Duplicate and distribute contract documents.
  - 3.1.2 Advertise/solicit bids.
  - 3.1.3 Issue addenda.
  - 3.1.4 Hold pre-bid meetings.
  - 3.1.5 Resolve (offeror) inquiries.
  - 3.1.6 Hold on-site visits.
  - 3.1.7 Compile contract documents.
  - 3.1.8 Readvertise/resolicit bids, if necessary.
- 3.2 Preaward/Award activities.
  - 3.2.1 Receive bids (offers).
  - 3.2.2 Determine responsive, responsible bidders (offerors).
  - 3.2.3 Tabulate and analyze bid (offer).
  - 3.2.4 Receive follow-up items from lowest responsible bidder/s (offeror/s).

- 3.2.5 Review Equal Employment Opportunities (EEO), Minority Business Entrepreneurs (MBE) Requirements, Small Disadvantaged Business (SDB) Subcontracting Plans.
- 3.2.6 Perform reference checks.
- 3.2.7 Request consent from EPA.
- 3.2.8 Award subcontract.
- 3.2.9 Issue notice of award.
- 3.3 Post award activities.
  - 3.3.1 Attend post award meetings/preconstruction conference.
  - 3.3.2 Review permits, insurance, bonds, certificates, and documentation required by the specifications.
  - 3.3.3 Review and approve RA subcontractor's measurement and payment schedule.
  - 3.3.4 Establish guidelines for payment of items delivered but not yet installed.
  - 3.3.5 Review subcontractor activity schedule.
- 3.4 Submittal review/notice to proceed.
  - 3.4.1 Establish procedures for review of submittals.
  - 3.4.2 Review subcontractor submittals.
  - 3.4.3 Issue Notice To Proceed.
- 3.5 Review revisions/addendum to subcontractor submittals (optional).

#### **Task 4 Management Support**

**(MS)**

- 4.1 Financial management.
  - 4.1.1 Review and approve invoices, subcontract modifications, and Task Order amendments to include direct cost of change orders/financial tracking.
  - 4.1.2 Maintain a code of accounts and/or WBS for cost/schedule reporting purposes.
- 4.2 Cost monitoring.
  - 4.2.1 Weekly and monthly tracking.
  - 4.2.2 Analyze progress payments and make recommendations including retaining and deviation from projected rates of expenditure.
  - 4.2.3 Monitor subcontractor compliance with Davis-Bacon Act and related requirements.
- 4.3 Engineering support.
  - 4.3.1 Review field logs, etc.
  - 4.3.2 Attend biweekly/weekly/monthly meetings.
  - 4.3.3 Provide supplemental engineering support for field change requests.
  - 4.3.4 Evaluate value engineering change and system optimization proposals.
  - 4.3.5 Evaluate non-conformance reports issued by resident engineer.
  - 4.3.6 Implement re-design activities.

#### **Task 5 Detailed Resident Inspection (Resident Engineer)**

**(RI)**

- 5.1 Conduct/attend progress meetings.
- 5.2 Maintain field logs and daily diaries.
  - 5.2.1 Provide advice on what is intended by subcontract documents.
  - 5.2.2 Prepare sketches to reflect field conditions.
  - 5.2.3 Check drawings submitted by subcontractors for compliance with O&M plan and design concept.
  - 5.2.4 Prepare reports on inspections.
  - 5.2.5 Make final inspection and prepare report.
  - 5.2.6 Monitor, update, and report progress.
  - 5.2.7 Review and recommend time extensions.
  - 5.2.8 Coordinate with home office/management support.
  - 5.2.9 Conduct regular Davis-Bacon Act interviews on site. (The TOM/COR shall be informed regarding scheduling of such interviews so that he/she can be present on site.)
- 5.3 Review and recommend action on value engineering change and/or system optimization proposals.
  - 5.3.1 Review and make recommendations for changes.
  - 5.3.2 Provide advice on need and cost of proposed change orders.
  - 5.3.3 Provide assistance in prevention and resolution of subcontractor claims.

- 5.3.4 Recommend approval or rejection of construction schedules.
- 5.4 Perform field testing.
- 5.5 Recommend action on health and safety considerations (e.g. site safety plan).
- 5.6 Monitor quality control procedures.

**Task 6 Analytical Support and Data Validation**

(AN)

- 6.1 Collect, prepare, and ship environmental samples in accordance with the Field Sampling Plan (FSP).
  - 6.1.1 Field screening.
  - 6.1.2 Ground water sampling.
  - 6.1.3 Surface and subsurface soil sampling.
  - 6.1.4 Surface water and sediment sampling.
  - 6.1.5 Air monitoring and sampling.
- 6.2 Develop performance or acceptance criteria (such as data quality objectives (DQO)) for each sampling event; these criteria shall be the determinative factor for assessing the success or failure of the sampling.
- 6.3 Request, obtain, and perform oversight of analytical services in compliance with EPA requirements.
- 6.4 Coordinate with the EPA Sample Management Office (SMO), the Regional Sample Control Coordinator (RSCC), and/or the Environmental Services Division (ESD) regarding analytical support, data validation, and quality assurance issues.
- 6.5 Implement the EPA-approved laboratory quality assurance program that provides oversight of in-house and subcontracted laboratories through periodic performance evaluation sample analyses and/or on-site audits of operations and has a system of corrective actions.
- 6.6 Provide sample management including chain of custody procedures, information management, sample retention, and 10-year data storage.
- 6.7 Perform data validation, the process by which the quality of the data, the defensibility of the data, and the chain of custody are verified. Perform data validation in accordance with Regional guidelines.
- 6.8 Review data for usability for its intended purpose.
- 6.9 Provide reports on data validation and usability.

**Task 7 Cleanup Validation**

(CV)

- 7.1 Perform confirmatory sampling and analysis.
- 7.2 Develop Implementation Status Report.

**Task 8 RA Implementation (Subpool Activities)**

(AI)

- 8.1 Site-specific preparation.
- 8.2 Implementation of the RA.
- 8.3 Site-specific RA reserve (change orders) [NOTE: For cost estimating purposes there should be no direct costs under this subtask - no hours should be reflected under this task, only dollars.]

**Task 9 Reuse Planning**

(RV)

- 9.1 Provide technical support in review and evaluation of reuse plans and redevelopment plans submitted to ensure long-term protectiveness of the remedy.

**Task 10 Project Performance**

(PJ)

- 10.1 Conduct pre-startup check out.
  - 10.1.1 Review O&M manual.
  - 10.1.2 Describe and analyze potential operating problems.
  - 10.1.3 Support training operation and maintenance of O&M staff, including State personnel.
  - 10.1.4 Advise on conformity to applicable performance and operations requirements.
  - 10.1.5 Determine cause of failure and develop corrective action report.
  - 10.1.6 Review record development, laboratory procedures, process system, safety and emergency systems, and warranty files.
- 10.2 Evaluate equipment system performance, witnessing performance tests, gathering and testing samples.

- 10.3 For the one-year operational and functional period, operate and provide appropriate upkeep and maintenance of installed response action construction items.
- 10.4 Update the O&M Manual, as appropriate.
- 10.5 Conduct trend analyses and optimization studies.

**Task 11 Project Completion and Closeout**

**(PC)**

- 11.1 Demobilization of subcontractors.
- 11.2 Conduct re-final/final activities.
- 11.3 Consolidate project needs, pre-final/final inspection and certification, direct final project demobilization and make lockout inspection.
- 11.4 Review final payment/punch list.
- 11.5 Resolution/certification that project is complete according to plans and specifications.
- 11.6 Submission of as-built drawings.
- 11.7 Update O&M Manual.
- 11.8 Training for state and/or contractor employees who will conduct further O&M as required.
- 11.9 Assist in transfer of project to the state upon the determination that the project is Operational and Functional (O&F).
- 11.10 Prepare Remedial Action Report.

**Task 12 Task Order Closeout**

**(CO)**

- 12.1 Package and return documents to the government.
- 12.2 Duplicate, distribute, and store files.
- 12.3 Archive files in accordance with Federal Record Center requirements.
- 12.4 Produce microfiche/microfilm/optical disk or other EPA-approved storage format.
- 12.5 Prepare the Task Order Closeout Report (TOCR).

### Attachment 3 - Regulations and Guidance Documents

Although not comprehensive, the following list comprises many of the regulations and guidance documents that apply to the RD process:

1. *CERCLA Compliance with Other Laws Manual*, Two Volumes, U.S. EPA, Office of Emergency and Remedial Response, OSWER Directive No. 9234.1-01 and -02, August 1988 (DRAFT).
2. *Community Relations in Superfund — A Handbook*, U.S. EPA, Office of Emergency and Remedial Response, OSWER Directive No. 9230.0-3C, January 1992.
3. *The Data Quality Objectives for Process of Superfund: Interim Final Guidance*, U.S. EPA, Office of Emergency and Remedial Response and Office of Waste Programs Enforcement, EPA/540/R-93/071, September 1993.
4. *Guidance on Expediting Remedial Design and Remedial Actions*, EPA/540/G-90/006, August 1990.
5. *Guidance on Remedial Actions for Contaminated Ground Water at Superfund Sites*, U.S. EPA Office of Emergency and Remedial Response (DRAFT), OSWER Directive No. 9283.1-2.
6. *Guide to Management of Investigation-Derived Wastes*, U.S. EPA, Office of Solid Waste and Emergency Response, Publication 9345.3-03FS, January 1992.
7. *Interim Guidance on Compliance with Applicable of Relevant and Appropriate Requirements*, U.S. EPA, Office of Emergency and Remedial Response, OSWER Directive No. 9234.0-05, July 9 1987.
8. *National Oil and Hazardous Substances Pollution Contingency Plan*; Final Rule, Federal Register 40 CFR Part 300, March 8, 1990.
9. *Permits and Permit Equivalency Processes for CERCLA On-site Response Actions*, OSWER Directive 9355.7-03, February 19, 1992.
10. *Procedures for Completion and Deletion of NPL Sites*, U.S. EPA, Office of Emergency and Remedial Response, OSWER Directive No. 9320.2-3A, April 1989.
11. *Quality in the Constructed Project: A Guideline for Owners, Designers and Constructors*, Volume 1, Preliminary Edition for Trial Use and Comment, American Society of Civil Engineers, May 1988.
12. *Remedial Design/Remedial Action (RD/RA) Handbook*, U.S. EPA, Office of Solid Waste and Emergency Response (OSWER) 9355.0-04B, EPA 540/R-95/059, June 1995.
13. *Scoping the Remedial Design* (Fact Sheet), OSWER Publ. 9355-5-21 FS, February 1995.
14. *Standards for the Construction Industry*, Code of Federal Regulations, Title 29, Part 1926, Occupational Health and Safety Administration.
15. *Standards for General Industry*, Code of Federal Regulations, Title 29, Part 1910, Occupational Health and Safety Administration.
16. *Superfund Guidance on EPA Oversight of Remedial Designs and Remedial Actions Performed by Potentially Responsible Parties*, EPA/540/G-90/001, April 1990.
17. *Superfund Response Action Contracts* (Fact Sheet), OSWER Publ. 9242.2-08FS, May 1993.
18. *Treatability Studies Under CERCLA*, Final. U.S. EPA, Office of Solid Waste and Emergency Response, EPA/540/R-92/071a, October 1992.
19. *Value Engineering* (Fact Sheet), U.S. EPA, Office of Solid Waste and Emergency Response, Publication 9355.5-03FS, May 1990.

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See the following guidance documents for more information on performance-based contracting:

20. *A Guide to Best Practices for Performance-Based Service Contracting*, Office of Federal Procurement Policy, April 1996.
21. *A Guide to Best Practices for Performance-Based Service Contracting*, Final Edition, Office of Federal Procurement Policy, October 1998.
22. *Performance-Based Contracting* (Fact Sheet), U.S. EPA, Office of Emergency and Remedial Response, Draft February 1999.
23. Policy Letter 91-2, To The Heads of Executive Agencies and Departments, April 9, 1991.

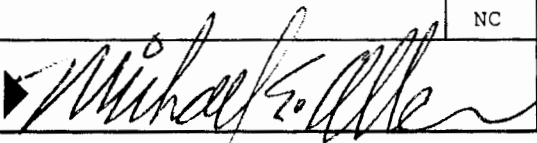


## Attachment 4 - Transmittal of Documents for Acceptance by EPA

TRANSMITTAL OF DOCUMENTS FOR ACCEPTANCE BY EPA		DATE:	TRANSMITTAL NO.
TO:		FROM:	<input type="checkbox"/> New Transmittal <input type="checkbox"/> Resubmittal of Transmittal No. _____
SUBTASK NO.	DELIVERABLE	NO. OF COPIES	REMARKS
ACCEPTANCE ACTION			
DOCUMENTS FOUND ACCEPTABLE (LIST BY SUBTASK NO.)		NAME/TITLE/SIGNATURE OF REVIEWER  DATE	

## Attachment 5 - Transmittal Register

[illegible]

ORDER FOR SUPPLIES OR SERVICES								PAGE OF PAGES	
IMPORTANT: Mark all packages and papers with contract and/or order numbers.								1	2
1. DATE OF ORDER 08/25/2010		2. CONTRACT NO. (If any) EP-S4-09-02		6. SHIP TO:					
3. ORDER NO. EP-DTO4-00047		4. REQUISITION/REFERENCE NO. PR-R4-10-00260		a. NAME OF CONSIGNEE  REGION 4					
5. ISSUING OFFICE (Address correspondence to) REGION 4 US ENVIRONMENTAL PROTECTION AGENCY ATLANTA FEDERAL CENTER 61 FORSYTH STREET SW ATLANTA GA 30303-3104				b. STREET ADDRESS US ENVIRONMENTAL PROTECTION AGENCY ATLANTA FEDERAL CENTER 61 FORSYTH STREET SW					
				c. CITY ATLANTA		d. STATE GA		e. ZIP CODE 30303-3104	
7. TO: NA				f. SHIP VIA					
a. NAME OF CONTRACTOR BLACK VEATCH SPECIAL PROJECTS CORP				8. TYPE OF ORDER  <input type="checkbox"/> a. PURCHASE <input checked="" type="checkbox"/> b. DELIVERY <div style="font-size: small;">Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.</div>					
b. COMPANY NAME									
c. STREET ADDRESS 6601 COLLEGE BOULEVARD				REFERENCE YOUR:  Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet, if any, including delivery as indicated.					
d. CITY OVERLAND PARK		e. STATE KS		f. ZIP CODE 66211					
9. ACCOUNTING AND APPROPRIATION DATA See Schedule				10. REQUISITIONING OFFICE RECONSTRUCT ORIGINATING OFFICE					
11. BUSINESS CLASSIFICATION (Check appropriate box(es)) <input type="checkbox"/> a. SMALL <input checked="" type="checkbox"/> b. OTHER THAN SMALL <input type="checkbox"/> c. DISADVANTAGED <input type="checkbox"/> g. SERVICE-DISABLED VETERAN-OWNED <input type="checkbox"/> d. WOMEN-OWNED <input type="checkbox"/> e. HUBZone <input type="checkbox"/> f. EMERGING SMALL BUSINESS								12. F.O.B. POINT Destination	
13. PLACE OF		14. GOVERNMENT B/L NO.		15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date)		16. DISCOUNT TERMS			
a. INSPECTION Destination		b. ACCEPTANCE Destination							
17. SCHEDULE (See reverse for Rejections)									
ITEM NO. (a)	SUPPLIES OR SERVICES (b)			QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)		QUANTITY ACCEPTED (g)
	DUNS Number: 603168931 Sonford Products OU2 -- 047-RDRD-04J5 TREASURY SYMBOL: 68-8145 See Attached Task Order Provisions and Statement of Work TOPO: CSWAN Max Expire Date: 09/30/2011 Continued ...								
18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.		17(h) TOTAL (Cont. pages)			
21. MAIL INVOICE TO:									
a. NAME		RTP FINANCE CENTER				\$20,000.00		17(i) GRAND TOTAL	
b. STREET ADDRESS (or P.O. Box)		US ENVIRONMENTAL PROTECTION AGENCY RTP-FINANCE CENTER MAIL DROP D143-02 109 TW ALEXANDER DRIVE							
c. CITY DURHAM		d. STATE NC		e. ZIP CODE 27711		\$20,000.00			
22. UNITED STATES OF AMERICA BY (Signature) 				23. NAME (Typed) Michael E. Allen TITLE: CONTRACTING/ORDERING OFFICER					

**ORDER FOR SUPPLIES OR SERVICES  
SCHEDULE - CONTINUATION**

PAGE NO

2

**IMPORTANT:** Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER 08/25/2010  
CONTRACT NO. EP-S4-09-02

ORDER NO.  
EP-DTO4-00047

ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
0001	<p>Admin Office: REGION 4 US ENVIRONMENTAL PROTECTION AGENCY ATLANTA FEDERAL CENTER 61 FORSYTH STREET SW ATLANTA GA 30303-3104</p> <p>Accounting Info: 10-T-4AD0P-302DD2C-2505-04J5RD02-C002-104ADT 0036-001 BFY: 10 Fund: T Budget Org: 4AD0P Program (PRC): 302DD2C Budget (BOC): 2505 Job #: 04J5RD02 Cost: C002 DCN - Line ID: 104ADT0036-001 Period of Performance: 08/26/2010 to 09/30/2011</p> <p>Sonford Products OU2 Remedial Design. Contract Number: EP-S4-09-02, New Task Order. TAS: 68-8145</p> <p>The obligated amount of award: \$20,000.00. The total for this award is shown in box 17(i).</p>				20,000.00	

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$20,000.00

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**Task Order Provisions - Approved Work Plan Budget**  
**Contract: EP-S4-09-02, Task Order: 047, Sonford Products OU2**

**TASK ORDER PROVISIONS**

**Contract: EP-S4-09-02, Task Order Number: 0047**

**Background**

This action initiates a new Remedial Design (RD) task order for the Sonford Products OU2 Superfund Site (047-RDRD-04J5) in accordance with the attached statement of work and the terms and conditions of Clause G.8., Ordering Methods, of the basic contract.

**Task Order Funding Ceiling**

An initial task order funding ceiling of \$20,000.00 is hereby established for a site visit, scoping meeting, and the development of the RD work plan under Task 1 (Project Planning). The contractor shall acknowledge receipt of this task order within five (5) calendar days and shall prepare and forward to the Contracting Officer within twenty (20) business days after the scoping meeting and/or site visit, a written RD task order work plan proposal.

**Task Order Incremental Funding**

The amount of task order funding currently available for Task 1 (Project Planning) is \$20,000.00. The contractor shall not make expenditures or incur obligations under this task order in excess of the ceiling price of \$20,000.00, except at the contractor's own risk.

When the contractor has reason to believe that the costs for this task order, which will accrue in the next thirty (30) days, will bring the total cost of this task order over seventy five (75) percent of the available funding specified in the task order, the contractor shall notify the Contracting Officer. Additional funding as needed shall be provided incrementally through a task order modification to fund the contractor's task order proposal.

**EPA Contacts:**

**Contract Level COR**

Charles Swan  
(404) 562-8848

**Task Order COR**

Meredith Clark  
(404) 562-8919

**Task Order COR**

Keriema Newman  
(404) 562-8859

**Contracting Officer**

Michael E. Allen  
(404) 562-8393

**RAC II  
STATEMENT OF WORK  
FOR  
REMEDIAL DESIGN (RD)**

Sonford Products, Rankin County, Mississippi

8/25/10

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**RAC II  
STATEMENT OF WORK  
FOR  
SONFORD PRODUCTS OU2  
REMEDIAL DESIGN (RD)**

Sonford Products OU2, Rankin County, Mississippi  
August 25, 2010

**Contract No: EP-S4-09-02**

**Task Order No: 0047-RDRD-04J5**

**Introduction**

**PURPOSE**

The purpose of this task order is to prepare a remedial design (RD) of the selected remedy as defined in the draft record of decision (ROD) anticipated to be issued on September 30, 2010. The ROD will define the selected remedy. This statement of work (SOW) sets forth the framework and requirements for conducting the RD activities at Sonford Products OU2. The RD is generally defined as those activities to be undertaken by the contractor to develop the final plans and specifications, general provisions, and special requirements necessary to translate the ROD into the remedy to be constructed under the remedial action (RA) phase. The RA is generally defined as the implementation phase of site remediation or construction of the remedy, including necessary operation and maintenance, performance monitoring, and special requirements. The RA is based on the RD to achieve the remediation goals specified in the ROD. The goal for completion of this task order is September 30, 2012.

**SITE DESCRIPTION**

From 1972 to 1985, the Site housed two separate chemical processing plants operated by Sonford International and Sonford Products located at 3506 Payne Drive in Flowood, Mississippi. The operations of both companies involved turning solid pentachlorophenol (PCP) blocks into liquid formulations. Sonford International operated at the site from 1972 to 1980 and produced a water-soluble product, (sodium pentachlorophenate) used for the short-term protection of wood products from mildew. Sonford Products operated at the Site from 1980 to March 1985. Sonford Products produced an oil-soluble PCP product used for the long-term protection of wood products. In addition to the PCP product, Sonford Products also produced products for the control of pests and products to control the growth of mold and sap stains in freshly cut lumber. As a result of the former chemical processing operations, the soil, groundwater, surface water, and sediment at and closely surrounding the Site are contaminated.

The major components of the selected remedy include the following:

- Excavate woodland/wetland sediment (south of the former operations facility) to meet cleanup criteria
- Transport the excavated sediment back onsite and consolidate into existing onsite surface soil.
- Excavate offsite drainage ditch sediment to residential clean-up criteria
- Transport the excavated sediment back onsite and consolidate into existing onsite surface soil.
- Excavate sub-parcels of offsite residential surface soil to residential clean-up criteria
- Transport the excavated surface soil back onsite and consolidate into existing onsite surface soil.
- Cover all contaminated solids onsite (surface soil and sediment) with a composite liner system to provide hydraulic isolation (i.e., prevent leaching of contaminants into subsurface soils).
- No active remedy for surface water is proposed. Sediments that serve as a source of contamination to surface water will be excavated. Contaminant concentrations in surface water will be monitored over time to ensure that they are naturally attenuated to levels protective of the designated uses.
- Implementation and monitoring of institutional controls and engineering controls will be included as a remedy component.

## GENERAL REQUIREMENTS

This is a term-form task order that requires the contractor to complete the RD that supports the successful construction of a remedy that meets the objectives and performance criteria specified in the ROD issued on September 30, 2010. Conduct the RD in accordance with this SOW and consistently with the ROD issued on September 30, 2010, the *Remedial Design/Remedial Action (RD/RA) Handbook* (U.S. EPA Office of Solid Waste and Emergency Response (OSWER), 9355.0-04B, EPA 540/R-95/059, June 1995), and all other guidance used by EPA in conducting an RD (Attachment 3). Furnish all necessary and appropriate personnel, materials, and services needed for, or incidental to, performing and completing the remedial design in accordance SOW requirements.

In performing this task order, prepare a design package, plans, and specifications to:

- Excavate woodland/wetland sediment (south of the former operations facility) to meet cleanup criteria
- Transport the excavated sediment back onsite and consolidate into existing onsite surface soil.
- Excavate offsite drainage ditch sediment to residential clean-up criteria
- Transport the excavated sediment back onsite and consolidate into existing onsite surface soil.
- Excavate sub-parcels of offsite residential surface soil to residential clean-up criteria
- Transport the excavated surface soil back onsite and consolidate into existing onsite surface soil.
- Cover all contaminated solids onsite (surface soil and sediment) with a composite liner system to provide hydraulic isolation (i.e., prevent leaching of contaminants into subsurface soils).
- No active remedy for surface water is proposed. Sediments that serve as a source of contamination to surface water will be excavated. Contaminant concentrations in surface water will be monitored over time to ensure that they are naturally attenuated to levels protective of the designated uses.

This SOW and accompanying work breakdown structure (WBS) (Attachment 2) is provided as a format for the contractor to structure its proposed approach and cost estimate. Use the WBS in cost estimate preparation, and technical and cost tracking and reporting under this task order.

In conducting the task order, EPA expects the contractor to propose and implement the most appropriate and cost-effective procedures and methodologies using accepted engineering practices and controls. Throughout the performance of this task order, EPA expects the contractor to be responsible for performing services and providing products at the lowest reasonable cost. If the contractor fails to meet the requirements within the negotiated costs, the government may elect to provide the contractor with additional funds to complete the task order without providing any additional fee. If there are changes to the SOW by the government, the government will issue a formal amendment to the SOW and negotiate the cost of the amendment with the contractor to form a new cost estimate.

A summary of the potential major deliverables and proposed schedule for submittals is in Attachment 1. This summary and schedule can be used as the basis for the contractor's proposed deliverables and schedules included in the work plan. Submit the major deliverables using the Transmittal of Documents for Acceptance by EPA Form. (Attachment 4). The EPA Task Order Manager (TOM) will track deliverables submitted by the contractor using the Transmittal Register (Attachment 5).

Communicate at least weekly with TOM, either in face-to-face meetings or through conference calls. Document all decisions that are made in meetings and conversations with EPA. This documentation should be submitted to the TOM within five (5) working days of the meeting or conversation.

EPA will provide oversight of contractor activities throughout the RD. EPA review and approval of deliverables is a tool to assist this process and to satisfy, in part, EPA's responsibility to provide effective protection of public health, welfare, and the environment. EPA will review deliverables to assess the likelihood that the RD will achieve its remediation goals and that its performance and operations requirements have been correctly identified. Acceptance of plans and specifications by EPA does not relieve the contractor from responsibility for the adequacy of the design or its professional responsibilities.



## RECORD KEEPING REQUIREMENTS

Maintain all technical and financial records for the RD in accordance with the contract. At the completion of the task order, submit an official record of the RD in both compact disk and a hardcopy to the TOM providing the deliverables using electronic media.

## US EPA PRIMARY CONTACT

The primary contact for this task order is Keriema Newman. She may be reached at (404) 562-8859, via facsimile at (404)562-8788, or via e-mail at [newman.keriema@epa.gov](mailto:newman.keriema@epa.gov). Her mailing address is US EPA Region 4, Superfund Division, SRSEB, Section B, Atlanta, GA 30303. The secondary contact is the TOM's Manager, Richard Campbell. He can be reached at (404)562-8256, via facsimile (404)562-8788, or via e-mail at [campbell.richard@epa.gov](mailto:campbell.richard@epa.gov). His mailing address is same as above.

## TASK ORDER COMPLETION DATE AND PROJECT CLOSEOUT

The goal is to complete this task order by September 30, 2012. At the completion of the task order, perform all necessary project closeout activities as specified in the contract. These activities include closing out any subcontracts, indexing and consolidating project records and files as required above, and providing a technical and financial closeout report to EPA.

## RD Work Planning

### WORK PLAN

WBS: 1.1

Prepare and submit a RD work plan that includes a detailed description of implementation activities, performance monitoring, and overall management strategy, including optimization, for the RD. Typical activities involved in preparing the work plan include, but are not limited to, the following:

Contacting the Task Order Manager (TOM) within five (5) calendar days after receipt of the task order to schedule the scoping meeting to be held at the U.S. EPA Region 4 Office in Atlanta, Georgia.

Preparing and submitting a final RD work plan within 20 business days after the scoping meeting and/or site visit. The work plan shall include a detailed description of the technical approach for the RD activities in accordance with the Record of Decision. Specify the necessary procedures, inspections, deliverables, and schedules. Include a comprehensive implementation management schedule for completion of each major activity and submittal.

Preparing the estimated cost to complete the task order, including subcontractor costs, for each element of the SOW; providing a breakdown of the cost by task and subtask levels, in accordance with the contract work breakdown structure (WBS). Ensuring design cost does not exceed the 6 percent design limitation cost of construction.

Negotiating and preparing a revised work plan, if the contractor fails to meet the Regions minimum standards. Note that EPA does not anticipate a need to re-negotiate with the contractor nor to require the contractor to revise the work plan.

Providing conflict of interest disclosure.

### SITE-SPECIFIC PLANS

WBS: 1.2

Review all existing site-specific plans and prepare, update, and/or maintain plans, as necessary, for RD implementation. Incorporate the plans and procedures received from any subcontractor(s) into the overall site plans. Should the contractor fail to meet the required standards in accordance with the appropriate legal, regulatory, and EPA guidance, then the contractor shall prepare revised site-specific plans. This shall include, but are not limited to, the following:

Site Management Plan.

Sampling and Analysis Plan (SAP) in accordance with 40 CFR 300.415(b)(4)(ii).

Contingency Plan.

Site-specific Health and Safety Plan (HSP) that specifies employee training, protective equipment, medical surveillance requirements, standard operating procedures, and a contingency plan in accordance with 29 CFR 1910.120(1)(1) and (1)(2). NOTE: The RI/FS HSP may be modified for use if appropriate.

## **Project Management and Reporting**

### **PROJECT MANAGEMENT**

**WBS: 1.4**

Perform activities required to effectively manage the task order. These activities typically include, but are not limited to, the following:

Monitoring costs and progress.

Preparing and submitting monthly progress reports that document monthly and cumulative cost, performance status, and technical progress.

Preparing and submitting monthly invoices in accordance with the level of detail as specified in the contract.

Managing, tracking, and reporting status of site-specific equipment.

Participating in meetings and preparing and submitting meeting summaries.

Accommodating any external audit or review mechanism that EPA requires.

Evaluating existing data, including usability, when directed by EPA.

Coordinating with local and emergency response teams.

Reviewing background documents as directed by EPA.

Attending EPA-held training.

### **PROJECT INITIATION**

**WBS: 1.5**

Perform project initiation and support that will lead to the design of a remedy that eliminates, reduces, or controls risks to human health and the environment. Typical activities include, but are not limited to, the following:

Developing an EPA-approved laboratory quality assurance program that provides oversight of in-house and subcontracted laboratories through periodic performance evaluation sample analyses and/or on-site audits of operations and has a system of corrective actions to be used in cases where performance does not meet the standards of the program.

Developing/reviewing qualifications of the laboratory for the given analytical requirements.

Procuring, managing, and providing oversight of pool and team subcontracts for analytical services.

## **Preliminary Design Package**

### **FIELD INVESTIGATION/DATA ACQUISITION (FI)**

**WBS: 3**

Acquire additional data to support remedial activities. The results of this effort as well as previous studies shall be used to define contaminant levels, other physical/chemical properties, and volume. Typical activities include, but are not limited to, the following:

Environmental survey.

Mobilization/demobilization.

Test boring and monitoring well installation and development.

Soil boring, drilling, and testing.

Environmental sampling.

- Groundwater sampling
- Surface soil sampling
- Soil boring/permeability sampling
- Surface water and sediment sampling
- Air monitoring
- Biota sampling

Physical/chemical testing (for treatment, handling or disposal).

Field generated waste characterization and disposal in accordance with local, State and Federal regulations

### **DATA EVALUATION (DE)**

**WBS: 6**

Compile analytical and field data. Provide data in format that is compatible with Regional or National electronic data management network. Typical activities include, but are not limited to, the following:

Data usability evaluation and field quality assurance/quality control (QA/QC).

Data Reduction and Tabulation.

Data trend evaluation and/or modeling and submission of Technical Memorandum.

### **TREATABILITY STUDY/PILOT TESTING (TT)**

**WBS: 7**

Conduct laboratory screening, bench-scale and pilot-scale treatability studies to determine the suitability of remedial technologies or alternatives to site conditions and problems. Typical activities include, but are not limited to, the following:

Providing test facility and equipment.

Testing and operating equipment.

Retrieving sample for testing.

Preparing Technical Memorandum.

Characterizing and disposing of residuals in accordance with local, State, and Federal regulations.

### **PRELIMINARY DESIGN (PD)**

**WBS: 8**

Prepare the preliminary design. Typical components include, but are not limited to, the following:

Recommended project delivery strategy and scheduling, including project acceleration strategies.

Preliminary construction schedule.

Outline of General Specifications.

Preliminary drawings.

Design Criteria Report.

Basis of Design Report.

Preliminary RA and O&M cost estimates (+50 percent and -30 percent accuracy) prepared through the use of M-CACES Gold Cost Engineering System for Remedial Action.

Technical Support to EPA/State/U.S. Army Corps of Engineers (USACE) in Land Acquisition.

#### INTERMEDIATE DESIGN (ID)

WBS: 10

Prepare the intermediate design. Typical components include, but are not limited to, the following:

Updated RA schedule.

Intermediate specifications.

Intermediate drawings.

Intermediate Design Criteria Report.

Intermediate Basis of Design Report.

Revised RA and O&M cost estimates (+30 percent and -15 percent accuracy for simple projects and +40 and -20 percent for complex projects) prepared through the use of M-CACES Gold Cost Engineering System for Remedial Action.

An intermediate design review/briefing for EPA.

#### Pre-Final Design Package

#### PRE-FINAL/FINAL DESIGN (FD)

WBS: 11

Prepare the Pre-final/Final Design. Typical components include, but are not limited to, the following:

Subcontract award document.

Pre-final/Final Design Specifications.

Pre-final/Final Drawings and Schematics.

Pre-final/Final Design Criteria Report.

Pre-final/Final Basis of Design Report.

Pre-final/Final Construction Quality Assurance Plan.

Draft O&M Manual.

Relevant Appendices.

Complete RA Solicitation Package.

Pre-final/Final Revised RA and O&M cost estimates (+15 percent and -5 percent accuracy) prepared through the use of M-CACES Gold Cost Engineering System for Remedial Action.

A pre-final/final design review/briefing for EPA.

Biddability (offerability), operability, constructability, claims prevention, and environmental compliance reviews.

Revised Project Delivery Strategy.

100% design submittal, which shall include the final plans and specifications in reproducible format, final cost estimate, and a schedule of the overall Remedial Action.

#### REUSE PLANNING (RV)

WBS: 12

Assist in the review and evaluation of reuse plans and redevelopment plans submitted to ensure long-term protectiveness of the RD and remedy.

#### **Final Design Package**

##### POST REMEDIAL DESIGN SUPPORT (DS)

WBS: 13

Solicit the procurement, evaluate offers received, and inform the EPA Contracting Officer of the best qualified/cost effective offer. (Award of the contract will be part of Task Order.) Specific activities include, but are not limited to, the following:

##### Pre-bid (Pre-Solicitation) Activities.

- Duplication and distribution of contract documents
- Advertising/soliciting of bids
- Issuing addenda
- Pre-bid (pre-solicitation) meetings
- Resolution of bidder (offeror) inquiries
- On-site visits
- Compilation of contract documents
- Resolicit bids/offers and repackage documents if necessary

##### Pre-award Activities.

- Receipt of bids (offers)
- Determination of responsive, responsible bidders (offerors)
- Bid (offer) tabulation
- Bid (offer) analysis
- Receipt of follow-up items from lowest responsible bidder (offeror)
- Review of EEO, MBE requirements, SDB subcontracting plans, etc.
- Reference checks
- Request for consent from EPA

Preparation of final design fact sheet.

Before remedial action field activities begin, update or write, if necessary, site-specific plans. The existing plans developed for the RD, amended at the direction of the EPA TOM, shall be used if appropriate. Plans that establish procedures to be followed by the contractor in performing field, laboratory and analysis work in addition to community and agency liaison activities, may be reviewed by the RD contractor. Typical plans reviewed include, but are not limited to, the following:

Site Management Plan.

Sampling and Analysis Plan (SAP).

Health and Safety Plan (HASP).

Construction Quality Assurance Plan.

Contingency Plan.

#### TASK ORDER CLOSEOUT (CO)

WBS: 14

Perform the necessary activities to close out the task order in accordance with contract requirements. Typical activities include but are not limited to, the following:

Packaging and returning documents to the government.

Duplicating/distribution/storage of files.

Archiving files in accordance with Federal Record Center requirements.

Preparing microfiche/microfilm/optical disk or other EPA-approved data storage technology.

Preparing the closeout report in accordance with Regional guidance or other procedures as specified in the task order. If the final hours/budget is greater than +/- 10% of the original approved work plan/task order hours/budget, the Task Order Closeout Report (TOCR) must describe the circumstances that explain why this occurred.

**Attachment 1 - Summary of Major Submittals for the Remedial Design at Sonford Products OU2**

<b>DELIVERABLE</b>	<b>NO. OF COPIES</b>	<b>DUE DATE (calendar days)</b>	<b>EPA REVIEW PERIOD</b>
Remedial Design Work Plan	3	20 business days after scoping meeting and/or site visit	90 days after receipt
Site Management Plan (SMP)	3	45 days after approval of RD work plan	15 days after receipt
Quality Assurance Project Plan (QAPP)	3	90 days after TO initiation	15 days after receipt
Field Sampling Plan (FSP)	3	90 days after TO initiation	30 days after receipt
Health and Safety Plan (HASP)	3	90 days after TO initiation	10 days after receipt
Preliminary Design	3	80 days after RD work plan approved	60 days after receipt
Intermediate Design	3	90 days after preliminary design approved	15 days after receipt of int. plans & specs
Prefinal Design Package	3	15 days after intermediate design approved	20 days after receipt of plans & specs
Final Design Package	3	20 days after prefinal design comments received	NA
Remedial Action Contract Documents	3	15 days after final design approved	21 days after receipt of RA documents

## **Attachment 2 - Work Breakdown Structure (WBS) for Remedial Design (RD)**

### **Task 1 Project Planning and Support**

(PP)

- 1.1 Project planning.
  - 1.1.1 Attend scoping meeting.
  - 1.1.2 Conduct site visit.
  - 1.1.3 Develop Work Plan and cost estimate
  - 1.1.4 Negotiate Work Plan and Cost Estimate.
  - 1.1.5 Provide conflict of interest disclosure.
- 1.2 Prepare, review, and revise the site-specific plans required to implement the RD at the site.
  - 1.2.1 Site Management Plan (SMP).
  - 1.2.2 Contingency Plan.
  - 1.2.3 Prepare a Sampling and Analysis Plan (SAP).
  - 1.2.4 Prepare a site-specific Health and Safety Plan (HSP) that specifies employee training, protective equipment, medical surveillance requirements, standard operating procedures, and a contingency plan in accordance with 29 CFR 1910.120(l)(1) and (l)(2).
- 1.4 Project management.
  - 1.4.1 Monitor costs and prepare periodic status reports.
  - 1.4.2 Participate in meetings/communicate routinely/prepare meeting notes.
  - 1.4.3 Manage, track, and report status of site-specific equipment.
  - 1.4.4 Accommodate any external audit or review mechanism that EPA shall require.
  - 1.4.5 Evaluate existing data, including usability, when directed by EPA.
  - 1.4.6 Coordinate with local and emergency response teams.
  - 1.4.7 Review background documents as directed by EPA.
  - 1.4.8 Attend EPA-held training.
- 1.5 Project initiation and support.
  - 1.5.1 Develop an EPA-approved laboratory quality assurance program.
  - 1.5.2 Develop/review qualifications of the laboratory for the given analytical requirements.
  - 1.5.3 Procure, manage, and provide oversight of subcontracts for analytical services.

### **Task 3 Field Investigation/Data Acquisition**

(FI)

- 3.1 Environmental survey.
- 3.2 Mobilization/demobilization.
- 3.3 Test boring and monitoring well installation and development.
- 3.4 Soil boring, drilling, and testing.
- 3.5 Environmental sampling.
- 3.6 Physical/chemical testing (for treatment, handling or disposal).
- 3.7 Field-generated waste characterization and disposal in accordance with local, state and federal regulations.

### **Task 4 Sample Analysis**

(SN)

- 4.1 Sample analyses and production of analytical data.

### **Task 5 Analytical Support and Data Validation**

(AN)

- 5.1 Collect, prepare, and ship environmental samples in accordance with the Field Sampling Plan (FSP).
  - 5.1.3 Surface and subsurface soil sampling.
  - 5.1.4 Surface water and sediment sampling.
  - 5.1.7 Other types of media sampling and screening.
- 5.2 Develop performance or acceptance criteria (such as data quality objectives (DQO)) for each sampling event; these criteria shall be the determinative factor for assessing the success or failure of the sampling.
- 5.3 Request, obtain, and perform oversight of analytical services in compliance with EPA requirements.
- 5.4 Coordinate with the EPA Sample Management Office (SMO), the Regional Sample Control Coordinator (RSCC), and/or the Environmental Services Division (ESD) regarding analytical support, data validation, and quality assurance issues.
- 5.5 Implement the EPA-approved laboratory quality assurance program that provides oversight of in-house and subcontracted laboratories through periodic performance evaluation sample analyses and/or on-site audits of operations and has a system of corrective actions.



- 5.6 Provide sample management including chain of custody procedures, information management, sample retention, and 10-year data storage.
- 5.7 Perform data validation, the process by which the quality of the data, the defensibility of the data, and the chain of custody are verified. Perform data validation in accordance with Regional guidelines.
- 5.8 Review data for usability for its intended purpose.
- 5.9 Provide reports on data validation and usability.

**Task 6 Data Evaluation**

**(DE)**

- 6.1 Combine analytical and field data, providing data in a format that is compatible with Regional or national electronic data management network.
  - 6.1.1 Data usability evaluation and field quality assurance/quality control (QA/QC).
  - 6.1.2 Data reduction and tabulation.

**Task 7 Treatability Study/Pilot Testing**

**(TT)**

- 7.1 Provide test facility and equipment.
- 7.2 Test and operate equipment.
- 7.3 Retrieve sample for testing.
- 7.4 Prepare Technical Memorandum.
- 7.5 Characterize and dispose of residuals in accordance with Local, State and Federal Regulations.

**Task 8 Preliminary Design**

**(PD)**

- 8.1 Prepare preliminary design.
  - 8.1.1 Recommended project delivery strategy and scheduling, including project acceleration strategies.
  - 8.1.2 Preliminary construction schedule.
  - 8.1.3 Outline of General Specifications.
  - 8.1.4 Preliminary drawings.
  - 8.1.5 Design Criteria Report.
  - 8.1.6 Basis of design report.
  - 8.1.7 Preliminary RA and O&M cost estimates.
  - 8.1.8 Technical Support to EPA/State/USACE in Land Acquisition.
  - 8.1.10 Data trend evaluation and/or modeling and submission of Technical Memorandum.

**Task 10 Intermediate Design**

**(ID)**

- 10.1 Prepare intermediate design.
  - 10.1.1 Updated RA schedule.
  - 10.1.2 Intermediate specifications.
  - 10.1.3 Intermediate drawings.
  - 10.1.4 Intermediate Design Criteria Report.
  - 10.1.5 Intermediate Basis of design report.
  - 10.1.6 Revised RA and O&M cost estimates.
  - 10.1.7 An intermediate design review/briefing for EPA.

**Task 11 Pre-Final/Final Design**

**(FD)**

- 11.1 Subcontract award document.
- 11.2 Pre-final/final design specifications.
- 11.3 Pre-final/final drawings and schematics.
- 11.4 Pre-final/final Design Criteria Report.
- 11.5 Pre-final/final Basis of design report.
- 11.6 Pre-final/final Construction Quality Assurance Plan.
- 11.7 Draft O&M Manual.
- 11.8 Relevant Appendices.
- 11.9 Complete RA Solicitation Package.
- 11.10 Pre-final/final Revised RA and O&M cost estimates (+15 percent and -5 percent accuracy) prepared through the use of M-CACES Gold Cost Engineering System for Remedial Action.
- 11.11 A pre-final/final design review/briefing for EPA.
- 11.12 Biddability (offerability), operability, constructability, claims prevention, and environmental compliance reviews.

- 11.13 Revised Project Delivery Strategy.
- 11.14 100% design submittal.

**Task 13 Post Remedial Design Support**

(DS)

- 13.1 Pre-bid (pre-solicitation) activities.
  - 13.1.1 Duplication and distribution of contract documents.
  - 13.1.2 Advertising/soliciting of bids.
  - 13.1.3 Issuing addenda.
  - 13.1.4 Pre-bid (pre-solicitation) meetings.
  - 13.1.5 Resolution of bidder (offeror) inquiries.
  - 13.1.6 On-site visits.
  - 13.1.7 Compilation of contract documents.
  - 13.1.8 Resolicit bids/offers and repackage documents if necessary.
- 13.2 Pre-award activities.
  - 13.2.1 Receipt of bids (offers).
  - 13.2.2 Determination of responsive, responsible bidders (offerors).
  - 13.2.3 Bid (offer) tabulation.
  - 13.2.4 Bid (offer) analysis.
  - 13.2.5 Receipt of follow-up items from lowest responsible bidder (offeror).
  - 13.2.6 Review of EEO, MBE requirements, SDB subcontracting plans, etc.
  - 13.2.7 Reference checks.
  - 13.2.8 Request for consent from EPA.
- 13.3 Prepare final design fact sheet.
- 13.4 Update site-specific plans.
  - 13.4.1 Modify Site Management Plan (if necessary).
  - 13.4.2 Modify Sampling and Analysis Plan (if necessary).
  - 13.4.3 Modify Health and Safety Plan (if necessary).
  - 13.4.4 Prepare Construction Quality Assurance Plan.

**Task 14 Task Order Closeout**

(CO)

- 14.1 Package and return documents to the government.
- 14.2 Duplicate, distribute, and store files.
- 14.3 Archive files in accordance with Federal Record Center requirements.
- 14.4 Produce microfiche/microfilm/optical disk or other EPA-approved storage format.
- 14.5 Prepare the Task Order Closeout Report (TOCR).

### Attachment 3 - Regulations and Guidance Documents

The following list, although not comprehensive, consists of many of the regulations and guidance documents that apply to the RD process:

1. CERCLA Compliance with Other Laws Manual, Two Volumes, U.S. EPA, Office of Emergency and Remedial Response, August 1988 (DRAFT), OSWER Directive No. 9234.1-01 and -02.
2. Community Relations in Superfund - A Handbook, U.S. EPA, Office of Emergency and Remedial Response, January 1992, OSWER Directive No. 9230.0-3C.
3. The Data Quality Objectives Process for Superfund: Interim Final Guidance, U.S. EPA, EPA/540/R-93/071, September 1993.
4. Federal Acquisition Regulation, Washington, DC: U.S. Government Printing Office (revised periodically).
5. Guidance on Expediting Remedial Design and Remedial Actions, EPA/540/G-90/006, August 1990.
6. Guidance on Remedial Actions for Contaminated Ground Water at Superfund Sites, U.S. EPA Office of Emergency and Remedial Response (DRAFT), OSWER Directive No. 9283.1-2.
7. Guide to Management of Investigation-Derived Wastes, U.S. EPA, Office of Solid Waste and Emergency Response, Publication 9345.3-03FS, January 1992.
8. Interim Guidance on Compliance with Applicable of Relevant and Appropriate Requirements, U.S. EPA, Office of Emergency and Remedial Response, July 9, 1987, OSWER Directive No. 9234.0-05.
9. National Oil and Hazardous Substances Pollution Contingency Plan; Final Rule, Federal Register 40 CFR Part 300, March 8, 1990.
10. Permits and Permit Equivalency Processes for CERCLA On-Site Response Actions, February 19, 1992, OSWER Directive 9355.7-03.
11. Procedures for Completion and Deletion of NPL Sites, U.S. EPA, Office of Emergency and Remedial Response, April 1989, OSWER Directive No. 9320.2-3A.
12. Quality in the Constructed Project: A Guideline for Owners, Designers and Constructors, Volume 1, Preliminary Edition for Trial Use and Comment, American Society of Civil Engineers, May 1988.
13. *Remedial Design/Remedial Action (RD/RA) Handbook*, U.S. EPA, Office of Solid Waste and Emergency Response (OSWER), 9355.0-04B, EPA 540/R-95/059, June 1995.
14. Scoping the Remedial Design (Fact Sheet), February 1995, OSWER Publ. 9355-5-21 FS.
15. Standards for the Construction Industry, Code of Federal Regulations, Title 29, Part 1926, Occupational Health and Safety Administration.
16. Standards for General Industry, Code of Federal Regulations, Title 29, Part 1910, Occupational Health and Safety Administration.
17. Superfund Guidance on EPA Oversight of Remedial Designs and Remedial Actions Performed by Potentially Responsible Parties, April 1990, EPA/540/G-90/001.
18. Superfund Response Action Contracts (Fact Sheet), May 1993, OSWER Publ. 9242.2-08FS.
19. Treatability Studies Under CERCLA, Final. U.S. EPA, Office of Solid Waste and Emergency Response, EPA/540/R-92/071a, October 1992.
20. Value Engineering (Fact Sheet), U.S. EPA, Office of Solid Waste and Emergency Response, Publication 9355.5-03FS, May 1990.

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See the following guidance documents for more information on performance-based contracting:

10. A Guide to Best Practices for Performance-Based Service Contracting, Office of Federal Procurement Policy, April 1996.
11. A Guide to Best Practices for Performance-Based Service Contracting, Final Edition, Office of Federal Procurement Policy, October 1998.
12. Performance-Based Contracting (Fact Sheet), U.S. EPA, Office of Emergency and Remedial Response, Draft February 1999.
13. Policy Letter 91-2, To The Heads of Executive Agencies and Departments, April 9, 1991.

## Attachment 4 - Transmittal Of Documents For Acceptance By EPA

TRANSMITTAL OF DOCUMENTS FOR ACCEPTANCE BY EPA		DATE:	TRANSMITTAL NO.
TO:		FROM:	<input type="checkbox"/> New Transmittal <input type="checkbox"/> Re-submittal of Transmittal No. _____
SUBTASK NO.	DELIVERABLE	NO. OF COPIES	REMARKS
ACCEPTANCE ACTION			
DOCUMENTS FOUND ACCEPTABLE (LIST BY SUBTASK NO.)		NAME/TITLE/SIGNATURE OF REVIEWER  DATE	

## Attachment 5 - Transmittal Register

[illegible]



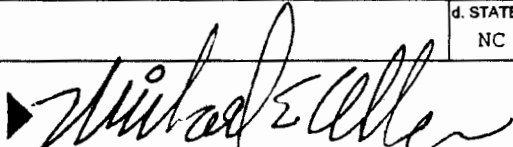
## ORDER FOR SUPPLIES OR SERVICES

PAGE OF PAGES

1

2

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

1. DATE OF ORDER 12/08/2010		2. CONTRACT NO. (If any) EP-S4-09-02		6. SHIP TO: a. NAME OF CONSIGNEE REGION 4				
3. ORDER NO. EP-G114-00051		4. REQUISITION/REFERENCE NO. PR-R4-11-00094		b. STREET ADDRESS US ENVIRONMENTAL PROTECTION AGENCY ATLANTA FEDERAL CENTER 61 FORSYTH STREET SW				
5. ISSUING OFFICE (Address correspondence to) REGION 4 US ENVIRONMENTAL PROTECTION AGENCY ATLANTA FEDERAL CENTER 61 FORSYTH STREET SW ATLANTA GA 30303-3104				c. CITY ATLANTA		d. STATE GA	e. ZIP CODE 30303-3104	
7. TO: NA				f. SHIP VIA				
a. NAME OF CONTRACTOR BLACK VEATCH SPECIAL PROJECTS CORP				8. TYPE OF ORDER <input type="checkbox"/> a. PURCHASE REFERENCE YOUR:  <input checked="" type="checkbox"/> b. DELIVERY Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.  Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet, if any, including delivery as indicated.				
c. STREET ADDRESS 6601 COLLEGE BOULEVARD		d. CITY OVERLAND PARK		e. STATE KS	f. ZIP CODE 66211			
9. ACCOUNTING AND APPROPRIATION DATA See Schedule				10. REQUISITIONING OFFICE RECONSTRUCT ORIGINATING OFFICE				
11. BUSINESS CLASSIFICATION (Check appropriate box(es)) <input type="checkbox"/> a. SMALL <input checked="" type="checkbox"/> b. OTHER THAN SMALL <input type="checkbox"/> c. DISADVANTAGED <input type="checkbox"/> d. WOMEN-OWNED <input type="checkbox"/> e. HUBZone <input type="checkbox"/> f. EMERGING SMALL BUSINESS <input type="checkbox"/> g. SERVICE-DISABLED VETERAN-OWNED				12. F.O.B. POINT Destination				
13. PLACE OF a. INSPECTION Destination		b. ACCEPTANCE Destination		14. GOVERNMENT B/L NO.		15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date)		16. DISCOUNT TERMS
17. SCHEDULE (See reverse for Rejections)								
ITEM NO. (a)	SUPPLIES OR SERVICES (b)			QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	DUNS Number: 603168931 United Metals Site, Ongoing RA 051-RARA-04TH See attached Task Order Provisions and Statement of Work (SOW) TOPO: CSWAN Max Expire Date: 09/30/2011 Continued ...							
18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.		17(h) TOTAL (Cont. pages)		
21. MAIL INVOICE TO:								
a. NAME RTP FINANCE CENTER						\$15,000.00		
b. STREET ADDRESS (or P.O. Box) US ENVIRONMENTAL PROTECTION AGENCY RTP-FINANCE CENTER D143-02 109 TW ALEXANDER DRIVE								17(i) GRAND TOTAL
c. CITY DURHAM		d. STATE NC		e. ZIP CODE 27711		\$15,000.00		
22. UNITED STATES OF AMERICA BY (Signature) 				23. NAME (Typed) Michael E. Allen TITLE: CONTRACTING/ORDERING OFFICER				

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PREVIOUS EDITION NOT USABLEOPTIONAL FORM 347 (Rev. 3/2006)  
Prescribed by GSA/FAR 48 CFR 53.213(e)

**ORDER FOR SUPPLIES OR SERVICES  
SCHEDULE - CONTINUATION**

PAGE OF PAGES

2

2

**IMPORTANT:** Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER  
12/08/2010

CONTRACT NO.  
EP-S4-09-02

ORDER NO.  
EP-G114-00051

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY ORDERED (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)	QUANTITY ACCEPTED (G)
0001	<p>Admin Office: REGION 4 US ENVIRONMENTAL PROTECTION AGENCY ATLANTA FEDERAL CENTER 61 FORSYTH STREET SW ATLANTA GA 30303-3104</p> <p>Accounting Info: 11-T-4AD0R-302DD2C-2505-04THRA01-C001-114ADT 1005-001 BFY: 11 Fund: T Budget Org: 4AD0R Program (PRC): 302DD2C Budget (BOC): 2505 Job #: 04THRA01 Cost: C001 DCN - Line ID: 114ADT1005-001 Period of Performance: 12/08/2010 to 09/30/2011</p> <p>United Metals New Task Order Marianna, FL Contractor Black &amp; Veatch - EP-S4-09-02</p> <p>The obligated amount of award: \$15,000.00. The total for this award is shown in box 17(i).</p>				15,000.00	

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))



## **TASK ORDER PROVISIONS**

**Contract:** EP-S4-09-02, **Task Order Number:** 00051

### **Background**

This action initiates a new Remedial Action (RA) task order for the United Metals, Inc., Superfund Site (051-RARA-04TH) in accordance with the attached statement of work and the terms and conditions of Clause G.8., Ordering Methods, of the basic contract.

### **Task Order Funding Ceiling**

An initial task order funding ceiling of \$15,000.00 is hereby established for a site visit, scoping meeting, and the development of the RA work plan under Task 1 (Project Planning). The contractor shall acknowledge receipt of this task order within five (5) calendar days and shall prepare and forward to the Contracting Officer within twenty (20) business days after the scoping meeting and/or site visit, a written task order work plan proposal.

### **Task Order Incremental Funding**

The amount of task order funding currently available for Task 1 (Project Planning) is \$15,000.00. The contractor shall not make expenditures or incur obligations under this task order in excess of the ceiling price of \$15,000.00, except at the contractor's own risk.

When the contractor has reason to believe that the costs for this task order, which will accrue in the next thirty (30) days, will bring the total cost of this task order over seventy five (75) percent of the available funding specified in the task order, the contractor shall notify the Contracting Officer. Additional funding as needed shall be provided incrementally through a task order modification to fund the contractor's task order proposal.

### **EPA Contacts:**

#### **Contract Level COR**

Charles Swan  
(404) 562-8848

#### **Task Order COR**

Meredith Clark  
(404) 562-8919

#### **Contract Specialist**

Lynette Rocke  
(404) 562-8348

#### **Contracting Officer**

Michael E. Allen  
(404) 562-8393

**RAC II MODEL STATEMENT OF WORK  
FOR REMEDIAL ACTION (RA)**

**United Metals, Inc., Jackson County, Florida**

**December 7, 2010**

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**RAC II MODEL STATEMENT OF WORK  
FOR REMEDIAL ACTION  
United Metals, Inc. Site, Jackson County, Florida  
December 7, 2010**

**Contract No: EP-S-4-09-02**  
**Task Order No: 051-RARA-04TH**

**Introduction**

**PURPOSE**

The purpose of this task order is to implement the remedial action (RA) at United Metals, Inc. in accordance with the objectives of the remedial design (RD). This statement of work (SOW) sets forth the framework and requirements for this effort. The record of decision (ROD), issued on September 28, 2006, defines the selected remedy. The RA is the implementation phase of site remediation or construction of the remedy, including necessary operation and maintenance (O&M), performance monitoring, and any special requirements. The RA is based on the RD, which is designed to achieve the remediation goals specified in the ROD. Implementation of the RA involves the procurement of subcontractors and management activities, in addition to technical engineering services. The goal for completion of this RA is September 30, 2011.

**SITE DESCRIPTION**

The United Metals Inc. Site (UMI) is a former battery reclaiming facility located at 1690 Highway 71, Marianna, Florida. The site covers a total of about 180 acres of which approximately 24 acres were used for the facility operations. Surface soil contamination is generally confined to the former operations area as defined by the fence line but contamination above human health remedial goals are present to the southwest and west of the fence, along the access road leading to SR71, the drainage ditches along SR71 and the wetland west of SR71. Lead, antimony, and arsenic are the most significant soil contaminants. Groundwater contamination above MCL, mainly lead and cadmium, has spread beyond the north property boundary.

The major components of the selected remedy to be completed under this task order include:

- Treatment for stabilization of contaminated debris/soil including TCLP testing for disposal
- Off-site disposal of non-hazardous and/or hazardous debris/soil
- Confirmatory sampling under debris pile
- Backfilling with clean soil if necessary
- Fencing the containment cell area and other miscellaneous fence gaps and gate repairs.
- Grading, seeding and watering under debris pile
- Cut grass in containment area and former operations area
- Erosion control and watering the containment cell if necessary

**GENERAL REQUIREMENTS**

This is task order that requires the contractor to complete an RA that meets the objectives and performance criteria specified in the ROD issued on September 28, 2006 and the RD. Furnish all necessary and appropriate personnel, including subcontractors, materials, and services needed for, or incidental to, performing and completing the RA. The RA and associated deliverables under this task order shall be consistent with the RODs, the *Remedial Design/Remedial Action (RD/RA) Handbook* (U.S. EPA Office of Solid Waste and Emergency Response (OSWER) 9355.0-04B, EPA 540/R-95/059, June 1995), and all other guidance used by EPA in conducting an RA (Attachment 3).

The RA shall be complete when the contractor meets the following cleanup criteria:

Contaminant of Concern	Remedial Goals	Basis
<b>Soils</b>		
Arsenic	2.1 mg/kg	Direct contact
Iron	23,400 mg/kg	Direct contact
Manganese	3,500 mg/kg	Direct contact
Lead	400 mg/kg	Direct contact
Antimony	31 mg/kg	Direct contact
Lead	400 mg/kg	Migration to groundwater
Antimony	5.4 mg/kg	Migration to groundwater
Cadmium	7.5 mg/kg	Migration to groundwater
Lead	500 mg/kg	Ecological protection
<b>Groundwater</b>		
Aluminum	15,643 ug/l	
Cadmium	5 ug/l	
Iron	4,700 ug/l	
Manganese	375 ug/l	
Lead	15 ug/l	
Antimony	6 ug/l	
Vanadium	36 ug/l	
Trichloroethene	3 ug/l	
<b>Sediment</b>		
Lead	36 mg/kg*	Ecological protection

\*36 mg/kg is the average lead concentration in the sediment.

This SOW and accompanying work breakdown structure (WBS) (Attachment 2) is provided as a format for the contractor to structure its proposed approach and cost estimate. Use the WBS in cost estimate preparation and technical and cost tracking and reporting under this task order.

In conducting the task order, EPA expects the contractor to propose and implement the most appropriate and cost-effective procedures and methodologies using accepted engineering practices and controls. Throughout the performance of this task order, the EPA expects the contractor to be responsible for performing services and providing products at the lowest reasonable cost. If the contractor fails to meet the requirements within the negotiated costs, the government may elect to provide the contractor with additional funds to complete the task order without providing any additional fee. If there are changes to the SOW by the government, the government will issue a formal amendment to the SOW and negotiate the cost of the amendment with the contractor to form a new cost estimate.

A summary of the major deliverables and schedule for submittals is in Attachment 1. Submit the major deliverables using the Transmittal of Documents for Acceptance by EPA Form (Attachment 4). The EPA Task Order Manager (TOM)/Contracting Officer Representative (COR) will track deliverables submitted by the contractor using the Transmittal Register (Attachment 5).

Communicate at least weekly with the TOM/COR, either in face-to-face meetings or through conference calls. Document all decisions that are made in meetings and conversations with EPA. Forward this documentation to the COR within five working days of the meeting or conversation.

EPA will provide oversight of contractor activities throughout the RA. EPA review and approval of deliverables is a tool to assist this process and to satisfy, in part, EPA's responsibility to provide effective

protection of public health, welfare, and the environment. EPA will review deliverables, including specific deliverables from the subcontractor(s) to the RA contractor, to assess the likelihood that the RA will achieve its remediation goals and that its performance and operations requirements have been met. Acceptance of plans and design-required submittals (i.e., shop drawings, design details) by EPA does not relieve the RA contractor or any subcontractor(s) from the adequacy of their deliverables or their professional responsibilities.

## RECORD KEEPING REQUIREMENTS

Maintain all technical and financial records for the RA in accordance with the contract. At the completion of the task order, submit an official record of the RA in both compact disk and a hardcopy to the TOM/COR. Provide the deliverables using electronic media.

## US EPA PRIMARY CONTACT

The primary contact for this task order is Joe Alfano. He can be reached at (404) 562-8933, via facsimile at (404)562-8896, or via e-mail at [alfano.joe@epa.gov](mailto:alfano.joe@epa.gov). His mailing address is US EPA Region 4, 61 Forsyth Street, Atlanta, GA 30303. The secondary contact is David Keefer. He can be reached at (404) 562-8932, via facsimile (404)562-8896, or via e-mail at [keefe.david@epa.gov](mailto:keefe.david@epa.gov). His mailing address is US EPA Region 4, 61 Forsyth Street, Atlanta, GA 30303.

## TASK ORDER COMPLETION DATE AND PROJECT CLOSEOUT

At the completion of the task order, perform all necessary project closeout activities as specified in the contract. These activities include closing out any subcontracts, indexing and consolidating project records and files as required above, and providing a technical and financial closeout report to EPA. The goal is to complete all technical activities and closeout activities for this task order by September 30, 2011.

## RA Work Planning

### WORK PLAN

WBS: 1.1

Prepare and submit a RA work plan that includes a detailed description of implementation activities, performance monitoring, and overall management strategy, including optimization, for the RA. Typical activities involved in preparing the work plan include, but are not limited to, the following:

- Contacting the Task Order Manager (TOM)/Contracting Officer Representative (COR) within five calendar days after receipt of the task order to schedule the scoping meeting to be held at the U.S. EPA Region 4 Office in Atlanta, GA. Regional personnel will be available to meet with the contractor 30 calendar days after the initial scoping meeting to discuss and clarify any issues the contractor may have regarding this project. Contact the TOM/COR to schedule this meeting at least five working days before the proposed meeting date.
- Preparing and submitting a final RA work plan within 30 calendar days after the scoping meeting. The work plan shall include a detailed description of the technical approach for the completion of RA activities in accordance with the record of decision, issued on September 28, 2006. Specify the necessary procedures, inspections, deliverables, and schedules. Include a comprehensive implementation management schedule for completion of each major activity and submittal.
- Preparing the estimated cost to complete the task order, including subcontractor costs, for each element of the SOW; providing a breakdown of the cost by task and subtask levels, in accordance with the contract work breakdown structure (WBS).

- Negotiating and preparing a revised work plan, if the contractor fails to meet the Region's minimum standards. Note that EPA does not anticipate a need to re-negotiate with the contractor nor to require the contractor to revise the work plan. Contractor costs associated with the preparation of the revised work plan and cost estimate shall be paid by the government but shall not bear fee.
- Providing conflict of interest disclosure.

#### SITE-SPECIFIC PLANS

WBS: 1.2

Review all existing site-specific plans and prepare, update, and/or maintain plans, as necessary, for RA implementation. Incorporate the plans and procedures received from any subcontractor(s) into the overall site plans. Should the contractor fail to meet the required standards in accordance with the appropriate legal, regulatory, and EPA guidance, prepare revised site-specific plans. (NOTE: In that event, contractor costs associated with the preparation of the revised site-specific plans shall be paid by EPA but shall not bear fee.) Typical plans include, but are not limited to, the following:

- Sampling and Analysis Plan (SAP) in accordance with 40 CFR 300.415(b)(4)(ii) if necessary.
- Field Sampling Plan (FSP) in accordance with 40 CFR 300.415(b)(4)(ii) if necessary.
- Quality Assurance Project Plan (QAPP) in accordance with *EPA Requirements for QA Project Plans* (QA/R-5). Office of Environmental Information. EPA/240/B-01/003, March 2001 if necessary.
- Site-specific Health and Safety Plan (HSP) that specifies employee training, protective equipment, medical surveillance requirements, standard operating procedures, and a contingency plan in accordance with 29 CFR 1910.120(l)(1) and (l)(2). NOTE: The RD HSP may be modified for use if appropriate.

### Project Management and Reporting

#### PROJECT MANAGEMENT

WBS: 1.4

Perform activities required to effectively manage the task order. These activities typically include, but are not limited to, the following:

- Monitoring costs and progress.
- Preparing and submitting monthly progress reports that document monthly and cumulative cost, performance status, and technical progress.
- Preparing and submitting monthly invoices in accordance with the level of detail as specified in the contract.
- Manage, track, and report status of site-specific equipment.
- Participating in meetings and preparing and submitting meeting summaries.
- Accommodate any external audit or review mechanism that EPA shall require.
- Evaluating existing data, including usability, when directed by EPA.
- Coordinating with local and emergency response teams.
- Reviewing background documents as directed by EPA.

## RA Subcontract Award

### PROCUREMENT OF SUBCONTRACT (PB)

WBS: 3

Solicit, evaluate, select, and award the necessary subcontract(s) to implement the RA under this task. The contractor must adhere to Federal Acquisition Regulation (FAR), EPA Acquisition Regulation (EPAAR), and contract specific subcontracting requirements in procuring subcontractor(s). To the maximum extent practicable, the types of subcontracts procured shall follow performance-based contracting (PBC) methods. The tasks to be performed shall be determined by the contractor's technical approach as detailed in the work plan. These tasks include, but are not limited to, the following:

- Prebid (Pre-solicitation) Activities
  - Duplication and distribution of contract documents
  - Advertising/soliciting of bids
  - Issuing addenda
  - Holding Pre-bid (pre-solicitation) meetings
  - Resolution of bidder (offeror) inquiries
  - Holding On-site visits
  - Compilation of contract documents
  - Readvertise/Resolicit bids/offers and repackage documents if necessary. [NOTE: All costs associated with the re-advertisement/resolicitation of subcontract(s) shall be paid by the Government, but shall bear no additional fee.]
- Pre-Award/Award Activities.
  - Receipt of bids (offers).
  - Determination of responsive, responsible bidder/s (offeror/s).
  - Bid (offer) tabulation and analysis.
  - Receipt of follow-up items from lowest responsible bidder/s (offeror/s).
  - Review of Equal Employment Opportunities (EEO), Minority Business Entrepreneurs (MBE) requirements, and Small, Disadvantaged Business Subcontracting Plans.
  - Perform reference checks.
  - Request consent from EPA.
  - Award subcontract and issue notice of award.
- Post-Award Activities.
  - Attend post award meetings/preconstruction conference.
  - Review permits, insurance, bonds, certificates, and documentation required by the specifications.
  - Review and approve subcontractor's measurement and payment schedule.
  - Establish guidelines for payment of items delivered by not yet installed.
  - Review subcontractor activity schedule.
- Submittal review and preparation of Notice to Proceed (NTP).
  - Establish procedures for review of submittals.
  - Review subcontractor submittals.
  - Issue Notice To Proceed.
- Reviewing revisions/addendum to subcontractor submittals (optional).

## MANAGEMENT SUPPORT (MS)

WBS: 4

Manage and monitor the subcontract(s) required to implement the RA. Institute procedures, monitor progress, and maintain systems and records to ensure that the work proceeds according to requirements specified in the contract documents. Typical activities include, but are not limited to, the following:

- Providing financial management including review and approval of invoices, subcontract modifications, and task order amendments to include direct cost of change orders/financial tracking; and maintain a code of accounts and/or WBS for cost/schedule reporting purposes.
- Providing cost monitoring including weekly and monthly cost tracking. Analyze progress payments and make recommendations including retaining and deviation from projected rates of expenditure.
- Monitoring subcontractor compliance with the Davis-Bacon Act and related requirements.
- Providing engineering support including review of field logs, attending biweekly/weekly/monthly meetings, and providing supplemental support for field change requests, value engineering change and system optimization proposals, non-conformance reports issued by resident engineer, and re-design activities.
- Managing, tracking, and reporting the status of all government-furnished equipment and contractor-acquired property in accordance with contract requirements

## RA Implementation Management

### DETAILED RESIDENT INSPECTION (Resident Engineer) (RI)

WBS: 5

Provide field supervision associated with the monitoring and documentation of the work being done at the site in accordance with the design and all subcontracts documents (e.g., drawings, specifications and plans) and ensure the implementation of the remedial action at the site is protective of human health and the environment. Typical activities include, but are not limited to, the following:

- Conducting/attending progress meetings.
- Maintaining field logs and daily diaries.
- Providing advice on what is intended by subcontract documents.
- Preparing sketches to reflect field conditions.
- Checking construction drawings submitted by construction subcontractors for compliance with design concept.
- Preparing reports on inspections.
- Making final inspection and preparing report.
- Monitoring, updating, and reporting construction progress.



- Reviewing and recommending time extensions.
- Coordinating with Home Office/Management Support.
- Conducting regular Davis-Bacon Act interviews on-site. (The TOM/COR shall be informed regarding scheduling of such interviews so that he/she can be present on site.)
- Reviewing and recommending action on value engineering change proposals.
- Reviewing and making recommendations for changes.
- Providing advice on need and cost of proposed change orders.
- Providing assistance in prevention and resolution of subcontractor claims.
- Recommending approval or rejection of construction schedules.
- Performing field testing, recommending action on health and safety considerations (e.g., site safety plan), monitoring quality control procedures.

#### ANALYTICAL SUPPORT AND DATA VALIDATION (AN)

WBS: 6

Schedule, coordinate, track, and oversee sample analyses and validate analytical data. Typical activities include, but are not limited to, the following:

- Collecting, preparing, and shipping environmental samples in accordance with the Field Sampling Plan (FSP). The following types of sampling shall be required:
  - Field screening
  - Ground water sampling
  - Surface and subsurface soil sampling
  - Air monitoring and sampling
- Developing data quality objectives (DQO) for each sampling event; these DQOs shall be the determinative factor for assessing the success or failure of the sampling.
- Requesting, obtaining, and performing oversight of analytical services in compliance with EPA requirements.
- Coordinating with the EPA Sample Management Office (SMO), the Regional Sample Control Coordinator (RSCC), and/or the Environmental Services Division (ESD) regarding analytical support, data validation, and quality assurance issues.
- Implementing the EPA-approved laboratory quality assurance program that provides oversight of in-house and subcontracted laboratories through periodic performance evaluation sample analyses and/or on-site audits of operations and has a system of corrective actions.
- Providing sample management including chain of custody procedures, information management, sample retention, and 10-year data storage.
- Performing data validation, the process by which the quality of the data, the defensibility of the data, and the chain of custody are verified. Performing data validation in accordance with Regional guidelines.

- Reviewing data for usability for its intended purpose.
- Providing reports on data validation and usability.

#### RA IMPLEMENTATION (SUBPOOL ACTIVITIES) (AI)

WBS: 8

Manage and oversee the RA elements implemented by subcontractor(s) at the site in accordance with the O&M plan, the design, and all subcontract(s) documents (drawings, specifications and plans). Typical activities include, but are not limited to, the following:

- Site-specific preparation: Securing the site and establishing an operations area, including laying out of clean zone, waste/stage handling areas, and decontamination areas if required
- Implementation of the RA in accordance with the O&M plan, the design, and the subcontract plans and specifications.
  - Treatment for stabilization of contaminated debris/soil including TCLP testing for disposal
  - Off-site disposal of non-hazardous and/or hazardous debris/soil
  - Confirmatory sampling under debris pile
  - Backfilling with clean soil if necessary
  - Fencing the containment cell area and other miscellaneous fence gaps and gate repairs.
  - Grading, seeding and watering under debris pile
  - Cut grass in containment area and former operations area
  - Erosion control and watering the containment cell if necessary

#### PROJECT PERFORMANCE (PJ)

WBS: 10

Perform all activities necessary to ensure the RA implemented at the site is in accordance with the design and O&M plan and all subcontractor documents. Typical activities include, but are not limited to, the following:

- Conducting pre start-up check out
  - Reviewing O&M manual.
  - Describing and analyzing potential operating problems.
  - Supporting training operation and maintenance of O&M staff, including State personnel.
  - Advising on conformity to applicable performance and operations requirements.
  - Determining cause of failure and developing corrective action report.
  - Reviewing record development, laboratory procedures, process system, safety and emergency systems, and warranty files.
- Evaluating equipment system performance, witness performance tests, gathering and testing samples.
- For the one-year operational and functional period, operating and providing appropriate upkeep and maintenance of installed response action construction items including the facilities, equipment, and appropriate engineered controls such as fencing for the site in accordance with the O&M Manual and Sampling and Analysis Plan (SAP).
- Operating and providing appropriate upkeep and maintenance of installed response action construction items including the facilities, equipment, and appropriate engineered controls such as fencing for the site in accordance with the O&M Manual and Sampling and Analysis Plan (SAP) for a time period as specified in the task order.

- Updating the O&M Manual, as appropriate.
- Conducting trend analyses and optimization studies to improve system efficiency and reduce operation cost of RA.

## **RA Completion**

### **PROJECT COMPLETION AND CLOSEOUT (PC)**

WBS: 11

Ascertain project completion and closeout of the subcontract(s) associated with the RA at the site. These tasks include but are not limited to, the following:

- Demobilization of subcontractors.
- Pre-final/Final Activities - Consolidation of project needs, pre-final/final inspection and certification, direct final project demobilization and make lockout inspection.
- Final Payment/Punch List - Resolution/certification that project is complete according to plans and specifications. May involve trial periods, shakedown, test or trial runs/burns.
- Submission of as-built drawings.
- Updating the O&M Manual.
- Preparing Remedial Action Report in accordance with Closeout Procedures for National Priorities List Sites OSWER Directive 9320.2-09A-P, January 2000.

### **TASK ORDER CLOSEOUT (CO)**

WBS: 12

Perform the necessary activities to close out the task order in accordance with contract requirements. Typical activities include but are not limited to, the following:

- Packaging and returning documents to the government.
- Duplicating/distribution/storage of files.
- Archiving files in accordance with Federal Record Center requirements.
- Preparing microfiche/microfilm/optical disk or other EPA-approved data storage technology.
- Preparing the closeout report in accordance with Regional guidance or other procedures as specified in the task order. If the final hours/budget is greater than +/- 10% of the original approved work plan/task order hours/budget, the TOCR must describe the circumstances that explain why this occurred.

**Attachment 1 - Summary of Major Submittals for the Remedial Action at  
United Metals, Inc Site**

<b>DELIVERABLE</b>	<b>NO. OF COPIES</b>	<b>DUE DATE (calendar days)</b>	<b>EPA REVIEW PERIOD</b>
Monthly Progress Reports	3	Monthly and as required in the contract	NA
Remedial Action Work Plan	3	30 days after initiation of task order (WA)	30 days after receipt of work plan
Health and Safety Plan (HASP)	3	21 days after approval of RA work plan	30 days after receipt of plan
Sampling and Analysis Plan (SAP) (if necessary)	3	21 days after approval of RA work plan	30 days after receipt of plan
Quality Assurance Project Plan (QAPP) (if necessary)	3	21 days after approval of RA work plan	30 days after receipt of plan
Subcontract Consent Request	3	21 days after receipt of bids (offers)	10 days after receipt of subcontractor consent request
Field Documentation	1	TBD	NA
Data Evaluation/ Cleanup Status Report	3	Quarterly as specified by the COR	NA
Inspection Report	3	21 days after final inspection	NA
As-Built Resolution/ Certification (If necessary)	3	30 days after final inspection	NA
O&M Plan	3	30 days after approval of RA work plan	30 days after receipt of report
Remedial Action Report	3	30 days after final inspection	30 days after receipt of report
Closeout Report	3	30 days after final RA report submitted	30 days after receipt of report
Final Costs	3	90 days after task order closeout	NA

## **Attachment 2 - Work Breakdown Structure for Remedial Action**

### **Task 1 Project Planning and Support**

**(PP)**

- 1.1 Project planning.
  - 1.1.1 Attend scoping meeting.
  - 1.1.3 Develop Work Plan and cost estimate
  - 1.1.4 Negotiate Work Plan and Cost Estimate.
  - 1.1.5 Provide conflict of interest disclosure.
  - 1.1.6 Prepare Health and Safety Plan (HASP) (Prime Contractor).
- 1.2 Prepare, review, and revise the site-specific plans required to implement the RA at the site.
  - 1.2.2 Sampling and Analysis Plan (SAP) if necessary.
  - 1.2.3 Field Sampling Plan (FSP) if necessary.
  - 1.2.4 Quality Assurance Project Plan (QAPP) if necessary.
  - 1.2.6 Health and Safety Plan (HASP) (incorporating subcontractor's Health and Safety Plan/s).
- 1.4 Project management. (10 months)
  - 1.4.1 Monitor costs and prepare periodic status reports.
  - 1.4.2 Participate in meetings/communicate routinely/prepare meeting notes.
  - 1.4.3 Manage, track, and report status of site-specific equipment.
  - 1.4.4 Accommodate any external audit or review mechanism that EPA shall require.
  - 1.4.5 Evaluate existing data, including usability, when directed by EPA.
  - 1.4.6 Coordinate with local and emergency response teams.
  - 1.4.7 Review background documents as directed by EPA.
  - 1.4.8 Attend EPA-held training.

### **Task 3 Procurement of Subcontract(s)**

**(PB)**

- 3.1 Prebid (pre-solicitation) activities.
  - 3.1.1 Duplicate and distribute contract documents.
  - 3.1.2 Advertise/solicit bids.
  - 3.1.3 Issue addenda.
  - 3.1.4 Hold pre-bid meetings.
  - 3.1.5 Resolve (offeror) inquiries.
  - 3.1.6 Hold on-site visits.
  - 3.1.7 Compile contract documents.
  - 3.1.8 Readvertise/resolicit bids, if necessary.
- 3.2 Preaward/Award activities.
  - 3.2.1 Receive bids (offers).
  - 3.2.2 Determine responsive, responsible bidders (offerors).
  - 3.2.3 Tabulate and analyze bid (offer).
  - 3.2.4 Receive follow-up items from lowest responsible bidder/s (offeror/s).
  - 3.2.5 Review Equal Employment Opportunities (EEO), Minority Business Entrepreneurs (MBE) Requirements, Small Disadvantaged Business (SDB) Subcontracting Plans.
  - 3.2.6 Perform reference checks.
  - 3.2.7 Request consent from EPA.
  - 3.2.8 Award subcontract.
  - 3.2.9 Issue notice of award.
- 3.3 Post award activities.
  - 3.3.1 Attend post award meetings/preconstruction conference.
  - 3.3.2 Review permits, insurance, bonds, certificates, and documentation required by the specifications.
  - 3.3.3 Review and approve RA subcontractor's measurement and payment schedule.
  - 3.3.4 Establish guidelines for payment of items delivered but not yet installed.
  - 3.3.5 Review subcontractor activity schedule.
- 3.4 Submittal review/notice to proceed.
  - 3.4.1 Establish procedures for review of submittals.
  - 3.4.2 Review subcontractor submittals.

- 3.4.3 Issue Notice To Proceed.
- 3.5 Review revisions/addendum to subcontractor submittals (optional).

**Task 4 Management Support**

(MS)

- 4.1 Financial management.
  - 4.1.1 Review and approve invoices, subcontract modifications, and Task Order amendments to include direct cost of change orders/financial tracking.
  - 4.1.2 Maintain a code of accounts and/or WBS for cost/schedule reporting purposes.
- 4.2 Cost monitoring.
  - 4.2.1 Weekly and monthly tracking.
  - 4.2.2 Analyze progress payments and make recommendations including retaining and deviation from projected rates of expenditure.
  - 4.2.3 Monitor subcontractor compliance with Davis-Bacon Act and related requirements.
- 4.3 Engineering support.
  - 4.3.1 Review field logs, etc.
  - 4.3.2 Attend biweekly/weekly/monthly meetings.
  - 4.3.3 Provide supplemental engineering support for field change requests.
  - 4.3.4 Evaluate value engineering change and system optimization proposals.
  - 4.3.5 Evaluate non-conformance reports issued by resident engineer.
  - 4.3.6 Implement re-design activities.

**Task 5 Detailed Resident Inspection (Resident Engineer)**

(RI)

- 5.1 Conduct/attend progress meetings.
- 5.2 Maintain field logs and daily diaries.
  - 5.2.1 Provide advice on what is intended by subcontract documents.
  - 5.2.2 Prepare sketches to reflect field conditions.
  - 5.2.3 Check drawings submitted by subcontractors for compliance with O&M plan and design concept.
  - 5.2.4 Prepare reports on inspections.
  - 5.2.5 Make final inspection and prepare report.
  - 5.2.6 Monitor, update, and report progress.
  - 5.2.7 Review and recommend time extensions.
  - 5.2.8 Coordinate with home office/management support.
  - 5.2.9 Conduct regular Davis-Bacon Act interviews on site. (The TOM/COR shall be informed regarding scheduling of such interviews so that he/she can be present on site.)
- 5.3 Review and recommend action on value engineering change and/or system optimization proposals.
  - 5.3.1 Review and make recommendations for changes.
  - 5.3.2 Provide advice on need and cost of proposed change orders.
  - 5.3.3 Provide assistance in prevention and resolution of subcontractor claims.
  - 5.3.4 Recommend approval or rejection of construction schedules.
- 5.4 Perform field testing.
- 5.5 Recommend action on health and safety considerations (e.g. site safety plan).
- 5.6 Monitor quality control procedures.

**Task 6 Analytical Support and Data Validation**

(AN)

- 6.1 Collect, prepare, and ship environmental samples in accordance with the Field Sampling Plan (FSP).
  - 6.1.1 Field screening.
  - 6.1.2 Ground water sampling.
  - 6.1.3 Surface and subsurface soil sampling.
  - 6.1.4 Surface water and sediment sampling.
  - 6.1.5 Air monitoring and sampling.
  - 6.1.7 Other types of media sampling and screening.
- 6.2 Develop performance or acceptance criteria (such as data quality objectives (DQO)) for each sampling event; these criteria shall be the determinative factor for assessing the success or failure of the sampling.
- 6.3 Request, obtain, and perform oversight of analytical services in compliance with EPA requirements.

- 6.4 Coordinate with the EPA Sample Management Office (SMO), the Regional Sample Control Coordinator (RSCC), and/or the Environmental Services Division (ESD) regarding analytical support, data validation, and quality assurance issues.
- 6.5 Implement the EPA-approved laboratory quality assurance program that provides oversight of in-house and subcontracted laboratories through periodic performance evaluation sample analyses and/or on-site audits of operations and has a system of corrective actions.
- 6.6 Provide sample management including chain of custody procedures, information management, sample retention, and 10-year data storage.
- 6.7 Perform data validation, the process by which the quality of the data, the defensibility of the data, and the chain of custody are verified. Perform data validation in accordance with Regional guidelines.
- 6.8 Review data for usability for its intended purpose.
- 6.9 Provide reports on data validation and usability.

**Task 8 RA Implementation (Subpool Activities)**

**(AI)**

- 8.1 Site-specific preparation.
- 8.2 Implementation of the RA.

**Task 10 Project Performance**

**(PJ)**

- 10.1 Conduct pre-startup check out.
  - 10.1.1 Review O&M manual.
  - 10.1.2 Describe and analyze potential operating problems.
  - 10.1.4 Advise on conformity to applicable performance and operations requirements.
  - 10.1.5 Determine cause of failure and develop corrective action report.
  - 10.1.6 Review record development, laboratory procedures, process system, safety and emergency systems, and warranty files.
- 10.2 Evaluate equipment system performance, witnessing performance tests, gathering and testing samples.
- 10.3 For the one-year operational and functional period, operate and provide appropriate upkeep and maintenance of installed response action construction items.
- 10.4 Update the O&M Manual, as appropriate.
- 10.5 Conduct trend analyses and optimization studies.

**Task 11 Project Completion and Closeout**

**(PC)**

- 11.1 Demobilization of subcontractors.
- 11.2 Conduct re-final/final activities.
- 11.3 Consolidate project needs, pre-final/final inspection and certification, direct final project demobilization and make lockout inspection.
- 11.4 Review final payment/punch list.
- 11.5 Resolution/certification that project is complete according to plans and specifications.
- 11.6 Submission of as-built drawings.
- 11.7 Update O&M Manual.
- 11.9 Assist in transfer of project to the state upon the determination that the project is Operational and Functional (O&F).
- 11.10 Prepare Remedial Action Report.

**Task 12 Task Order Closeout**

**(CO)**

- 12.1 Package and return documents to the government.
- 12.2 Duplicate, distribute, and store files.
- 12.3 Archive files in accordance with Federal Record Center requirements.
- 12.4 Produce microfiche/microfilm/optical disk or other EPA-approved storage format.
- 12.5 Prepare the Task Order Closeout Report (TOCR).

### Attachment 3 - Regulations and Guidance Documents

Although not comprehensive, the following list comprises many of the regulations and guidance documents that apply to the RD process:

1. *CERCLA Compliance with Other Laws Manual*, Two Volumes, U.S. EPA, Office of Emergency and Remedial Response, OSWER Directive No. 9234.1-01 and -02, August 1988 (DRAFT).
2. *Community Relations in Superfund — A Handbook*, U.S. EPA, Office of Emergency and Remedial Response, OSWER Directive No. 9230.0-3C, January 1992.
3. *The Data Quality Objectives for Process of Superfund: Interim Final Guidance*, U.S. EPA, Office of Emergency and Remedial Response and Office of Waste Programs Enforcement, EPA/540/R-93/071, September 1993.
4. *Guidance on Expediting Remedial Design and Remedial Actions*, EPA/540/G-90/006, August 1990.
5. *Guidance on Remedial Actions for Contaminated Ground Water at Superfund Sites*, U.S. EPA Office of Emergency and Remedial Response (DRAFT), OSWER Directive No. 9283.1-2.
6. *Guide to Management of Investigation-Derived Wastes*, U.S. EPA, Office of Solid Waste and Emergency Response, Publication 9345.3-03FS, January 1992.
7. *Interim Guidance on Compliance with Applicable of Relevant and Appropriate Requirements*, U.S. EPA, Office of Emergency and Remedial Response, OSWER Directive No. 9234.0-05, July 9 1987.
8. *National Oil and Hazardous Substances Pollution Contingency Plan*; Final Rule, Federal Register 40 CFR Part 300, March 8, 1990.
9. *Permits and Permit Equivalency Processes for CERCLA On-site Response Actions*, OSWER Directive 9355.7-03, February 19, 1992.
10. *Procedures for Completion and Deletion of NPL Sites*, U.S. EPA, Office of Emergency and Remedial Response, OSWER Directive No. 9320.2-3A, April 1989.
11. *Quality in the Constructed Project: A Guideline for Owners, Designers and Constructors*, Volume 1, Preliminary Edition for Trial Use and Comment, American Society of Civil Engineers, May 1988.
12. *Remedial Design/Remedial Action (RD/RA) Handbook*, U.S. EPA, Office of Solid Waste and Emergency Response (OSWER) 9355.0-04B, EPA 540/R-95/059, June 1995.
13. *Scoping the Remedial Design (Fact Sheet)*, OSWER Publ. 9355-5-21 FS, February 1995.
14. *Standards for the Construction Industry*, Code of Federal Regulations, Title 29, Part 1926, Occupational Health and Safety Administration.
15. *Standards for General Industry*, Code of Federal Regulations, Title 29, Part 1910, Occupational Health and Safety Administration.
16. *Superfund Guidance on EPA Oversight of Remedial Designs and Remedial Actions Performed by Potentially Responsible Parties*, EPA/540/G-90/001, April 1990.
17. *Superfund Response Action Contracts (Fact Sheet)*, OSWER Publ. 9242.2-08FS, May 1993.
18. *Treatability Studies Under CERCLA*, Final. U.S. EPA, Office of Solid Waste and Emergency Response, EPA/540/R-92/071a, October 1992.
19. *Value Engineering (Fact Sheet)*, U.S. EPA, Office of Solid Waste and Emergency Response, Publication 9355.5-03FS, May 1990.

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See the following guidance documents for more information on performance-based contracting:

20. *A Guide to Best Practices for Performance-Based Service Contracting*, Office of Federal Procurement Policy, April 1996.
21. *A Guide to Best Practices for Performance-Based Service Contracting*, Final Edition, Office of Federal Procurement Policy, October 1998.
22. *Performance-Based Contracting (Fact Sheet)*, U.S. EPA, Office of Emergency and Remedial Response, Draft February 1999.
23. *Policy Letter 91-2, To The Heads of Executive Agencies and Departments*, April 9, 1991.



## Attachment 4 - Transmittal of Documents for Acceptance by EPA

TRANSMITTAL OF DOCUMENTS FOR ACCEPTANCE BY EPA						DATE:	TRANSMITTAL NO.
TO:				FROM:		<input type="checkbox"/> New Transmittal	
							<input type="checkbox"/> Resubmittal of Transmittal No. _____
SUBTASK NO.	DELIVERABLE					NO. OF COPIES	REMARKS
ACCEPTANCE ACTION							
DOCUMENTS FOUND ACCEPTABLE (LIST BY SUBTASK NO.)					NAME/TITLE/SIGNATURE OF REVIEWER		
					DATE		

## Attachment 5 - Transmittal Register

[illegible]

# ORDER FOR SUPPLIES OR SERVICES

PAGE OF PAGES

1 21

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

1. DATE OF ORDER 08/22/2011		2. CONTRACT NO. (if any) EP-S4-09-02		6. SHIP TO: a. NAME OF CONSIGNEE Region 4	
3. ORDER NO. 0056		4. REQUISITION/REFERENCE NO. PR-R4-11-00711		b. STREET ADDRESS US Environmental Protection Agency Atlanta Federal Center 61 Forsyth Street, SW	
5. ISSUING OFFICE (Address correspondence to) Region 4 US Environmental Protection Agency Atlanta Federal Center 61 Forsyth Street, SW Atlanta GA 30303-3104		c. CITY Atlanta		d. STATE GA	e. ZIP CODE 30303-3104
7. TO: NA		f. SHIP VIA		8. TYPE OF ORDER <input type="checkbox"/> a. PURCHASE <input checked="" type="checkbox"/> b. DELIVERY	
a. NAME OF CONTRACTOR BLACK & VEATCH SPECIAL PROJECTS CORP.		b. COMPANY NAME		REFERENCE YOUR:  Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet, if any, including delivery as indicated.	
c. STREET ADDRESS 6601 COLLEGE BOULEVARD		d. CITY Overland Park		e. STATE KS	f. ZIP CODE 66211
9. ACCOUNTING AND APPROPRIATION DATA See Schedule		10. REQUISITIONING OFFICE Reconstruct Originating Office			

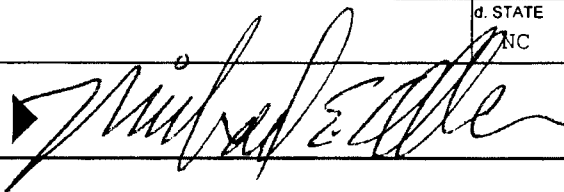
11. BUSINESS CLASSIFICATION (Check appropriate box(es)) <input type="checkbox"/> a. SMALL <input checked="" type="checkbox"/> b. OTHER THAN SMALL <input type="checkbox"/> c. DISADVANTAGED <input type="checkbox"/> g. SERVICE-DISABLED VETERAN-OWNED <input type="checkbox"/> d. WOMEN-OWNED <input type="checkbox"/> e. HUBZone <input type="checkbox"/> f. EMERGING SMALL BUSINESS				12. F.O.B. POINT Destination	
13. PLACE OF a. INSPECTION Destination		b. ACCEPTANCE Destination		14. GOVERNMENT B/L NO.	
				15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date) 06/28/2014	
				16. DISCOUNT TERMS	

## 17. SCHEDULE (See reverse for Rejections)

ITEM NO. (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	DUNS Number: 603168931 Peach Orchard Remedial Action (RA) Site 056-RARA-A48P See attached Task Order Provisions and Statement of Work TOPO: Giezelle Bennett Max Expire Date: Continued ...					

18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.		17(h) TOTAL (Cont. pages)
21. MAIL INVOICE TO:						
a. NAME RTP Finance Center		\$40,000.00				17(i) GRAND TOTAL
b. STREET ADDRESS (or P.O. Box) US Environmental Protection Agency RTP-Finance Center Mail Drop D143-02 109 TW Alexander Drive		\$40,000.00				
c. CITY Durham		d. STATE NC	e. ZIP CODE 27711			

22. UNITED STATES OF AMERICA  
BY (Signature)



23. NAME (Typed)  
Michael E. Allen  
TITLE: CONTRACTING/ORDERING OFFICER

AUTHORIZED FOR LOCAL REPRODUCTION  
PREVIOUS EDITION NOT USABLE

OPTIONAL FORM 347 (Rev. 3/2005)  
Prescribed by GSA/FAR 48 CFR 53.213(e)

**ORDER FOR SUPPLIES OR SERVICES  
SCHEDULE - CONTINUATION**

2 21

**IMPORTANT:** Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER

CONTRACT NO.

ORDER NO.

08/22/2011

EP-S4-09-02

0056

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY ORDERED (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)	QUANTITY ACCEPTED (G)
	06/28/2014 Admin Office: Region 4 US Environmental Protection Agency Atlanta Federal Center 61 Forsyth Street, SW Atlanta GA 30303-3104 Accounting Info: 11-TCD-4AD0R-302DD2C-2505-A48PRA01-114ADT106 7-001 BFY: 11 Fund: TCD Budget Org: 4AD0R Program (PRC): 302DD2C Budget (BOC): 2505 Job #: A48PRA01 DCN - Line ID: 114ADT1067-001 Period of Performance: 08/22/2011 to 06/28/2014					
0001	Peach Orchard Remedial Action  The obligated amount of award: \$40,000.00. The total for this award is shown in box 17(i).				40,000.00	

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

## **TASK ORDER PROVISIONS**

**Contract: EP-S4-09-02, Task Order Number: 056**

### **Background**

This action initiates a new Remedial Action (RA) task order for the Peach Orchard Site (056-RARA-A48P) in accordance with the attached statement of work and the terms and conditions of Clause G.8., Ordering Methods, of the basic contract.

### **Task Order Funding Ceiling**

An initial task order funding ceiling of \$40,000.00 is hereby established for a site visit, scoping meeting, and the development of the RA work plan under Task 1 (Project Planning). The contractor shall acknowledge receipt of this task order within five (5) calendar days and shall prepare and forward to the Contracting Officer within twenty (20) business days after the scoping meeting and/or site visit, a written RD task order work plan proposal.

### **Task Order Incremental Funding**

The amount of task order funding currently available for Task 1 (Project Planning) is \$40,000.00. The contractor shall not make expenditures or incur obligations under this task order in excess of the ceiling price of \$40,000.00, except at the contractor's own risk.

When the contractor has reason to believe that the costs for this task order, which will accrue in the next thirty (30) days, will bring the total cost of this task order over seventy five (75) percent of the available funding specified in the task order, the contractor shall notify the Contracting Officer. Additional funding as needed shall be provided incrementally through a task order modification to fund the contractor's task order proposal.

### **EPA Contacts:**

#### **Project Officer**

Charles Swan  
(404) 562-8848

#### **Alternate Project Officer**

Meredith Clark  
(404) 562-8919

#### **Task Order Manager (COR)**

Giezelle Bennett  
(404) 562-8824

#### **Contracting Officer**

Michael E. Allen  
(404) 562-8393

**RAC II STATEMENT OF WORK  
FOR REMEDIAL ACTION (RA)  
PEACH ORCHARD RD NPL SITE  
AUGUSTA, GA**

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**RAC II STATEMENT OF WORK  
FOR REMEDIAL ACTION (RA)  
PEACH ORCHARD RD NPL SITE  
AUGUSTA, GA**

**Contract No: EP-S-4-09-02  
Task Order No: 056-RARA-A48P**

**Introduction**

**PURPOSE**

The purpose of this task order is to implement the remedial action (RA) at Peach Orchard Rd NPL Site in accordance with the objectives of the remedial design (RD). This statement of work (SOW) sets forth the framework and requirements for this effort. The record of decision (ROD), issued on September 27, 2007, defines the selected remedy. The RA is the implementation phase of site remediation or construction of the remedy, including necessary operation and maintenance (O&M), performance monitoring, and any special requirements. The RA is based on the RD, which is designed to achieve the remediation goals specified in the ROD. Implementation of the RA involves the procurement of subcontractor and management activities, in addition to technical engineering services. The goal for completion of this RA is **June 28, 2014**.

**SITE DESCRIPTION**

The Peach Orchard Road PCE Groundwater Plume Site is a groundwater plume that has impacted one of three Augusta Utilities Department well fields located in the southern part of Augusta, Georgia. The Site is located immediately south of Augusta, Richmond County, Georgia. It is located within a developed area containing residential neighborhoods and commercial facilities.

The major components of the selected remedy include:

- In-Situ Chemical Oxidation of the contaminated groundwater - Application of chemical amendments/reagents through injection into the subsurface soils and groundwater to facilitate degradation through chemical oxidation of PCE and other organic contaminants.
- Installation of chemical amendment injection points (e.g., using direct push technology) or temporary wells strategically located within the source area aquifer material.
- Installation of new monitoring wells at strategic locations to supplement existing monitoring wells.
- Periodic sampling and analysis of groundwater collected from existing municipal drinking water wells and monitoring wells.
- Annual Monitored Natural Attenuation (MNA) studies to evaluate progress of natural attenuation of non-source area contaminated media.

## GENERAL REQUIREMENTS

This task order requires the contractor to complete an RA that meets the objectives and performance criteria specified in the ROD issued on September 27, 2007 and the final RD dated April 2011. Furnish all necessary and appropriate personnel, including subcontractors, materials, and services needed for, or incidental to, performing and completing the RA. The RA and associated deliverables under this task order shall be consistent with the ROD, the *Remedial Design/Remedial Action (RD/RA) Handbook* (U.S. EPA Office of Solid Waste and Emergency Response (OSWER) 9355.0-04B, EPA 540/R-95/059, June 1995), and all other guidance used by EPA in conducting an RA (Attachment 3).

The RA implementation shall be specifically based on in-situ chemical oxidation and in-situ enhanced bioremediation. The RA shall be complete when the contractor meets the following cleanup criteria:

Chemical of Concern	Cleanup Level
Benzo(a)pyrene	1 ppb
Cis-1,2-Dichloroethene	70 ppb
Tetrachloroethene (PCE)	5 ppb
Trichloroethene (TCE)	5 ppb
Vinyl Chloride	2 ppb
Iron	300 ppb

This SOW and accompanying work breakdown structure (WBS) (Attachment 2) is provided as a format for the contractor to structure its proposed approach and cost estimate. Select and develop the appropriate components found in the SOW and WBS to successfully meet the requirements of this task order. Use the WBS in cost estimate preparation, and technical and cost tracking and reporting under this task order.

In conducting the task order, EPA expects the contractor to propose and implement the most appropriate and cost-effective procedures and methodologies using accepted engineering practices and controls. Throughout the performance of this task order, the EPA expects the contractor to be responsible for performing services and providing products at the lowest reasonable cost. If the contractor fails to meet the requirements within the negotiated costs, the government may elect to provide the contractor with additional funds to complete the task order without providing any additional fee. If there are changes to the SOW by the government, the government will issue a formal amendment to the SOW and negotiate the cost of the amendment with the contractor to form a new cost estimate.

A summary of the major deliverables and schedule for submittals is in Attachment 1. Submit the major deliverables using the Transmittal of Documents for Acceptance by EPA Form (Attachment 4). The EPA Task Order Manager (TOM)/Contracting Officer Representative (COR) will track deliverables submitted by the contractor using the Transmittal Register (Attachment 5).

Communicate at least weekly with the COR, either in face-to-face meetings or through conference calls. Document all decisions that are made in meetings and conversations with EPA. Forward this documentation to the COR within seven working days of the meeting or conversation.

EPA will provide oversight of contractor activities throughout the RA. EPA review and approval of deliverables is a tool to assist this process and to satisfy, in part, EPA's responsibility to provide effective protection of public health, welfare, and the environment. EPA will review deliverables, including specific deliverables from the subcontractor(s) to the RA contractor, to assess the likelihood that the RA will achieve its remediation goals and that its performance and operations requirements have been met. Acceptance of plans and design-required submittals (i.e., shop drawings, design details) by EPA does not relieve the RA contractor or any subcontractor(s) from the adequacy of their deliverables or their professional responsibilities.



## RECORD KEEPING REQUIREMENTS

Maintain all technical and financial records for the RA in accordance with the contract. At the completion of the task order, submit an official record of the RA in both compact disk and a hardcopy to the TOM/COR. Provide the deliverables using electronic media.

## US EPA PRIMARY CONTACT

The primary contact for this task order is Giezelle Bennett. She can be reached at (404) 562-8824, via facsimile at (404) 562-8788, or via e-mail at [Bennett.Giezelle@epa.gov](mailto:Bennett.Giezelle@epa.gov). Her mailing address is US EPA Region 4, 61 Forsyth Street, Atlanta, GA 30303. The secondary contact is Richard Campbell. He can be reached at (404) 562-8825, via facsimile (404) 562-8788, or via e-mail at [Campbell.richard@epa.gov](mailto:Campbell.richard@epa.gov). His mailing address is US EPA Region 4, 61 Forsyth Street, Atlanta, GA 30303.

## TASK ORDER COMPLETION DATE AND PROJECT CLOSEOUT

At the completion of the task order, perform all necessary project closeout activities as specified in the contract. These activities include closing out any subcontracts, indexing and consolidating project records and files as required above, and providing a technical and financial closeout report to EPA. The goal is to complete all technical activities and closeout activities for this task order by **June 28, 2014**.

## RA Work Planning

### WORK PLAN

WBS: 1.1

Prepare and submit a RA work plan that includes a detailed description of implementation activities, performance monitoring, and overall management strategy, including optimization, for the RA. Typical activities involved in preparing the work plan include, but are not limited to, the following:

- Contacting the TOM/COR within five calendar days after receipt of the task order to schedule the scoping meeting to be held at the U.S. EPA Region 4 Office in Atlanta, GA. Regional personnel will be available to meet with the contractor 30 calendar days after the initial scoping meeting to discuss and clarify any issues the contractor may have regarding this project. Contact the TOM/COR to schedule this meeting at least five working days before the proposed meeting date.
- Preparing and submitting a final RA work plan within 30 calendar days after the scoping meeting. The work plan shall include a detailed description of the technical approach for the completion of RA activities in accordance with the ROD, issued on September 27, 2007. Specify the necessary procedures, inspections, deliverables, and schedules. Include a comprehensive implementation management schedule for completion of each major activity and submittal.
- Preparing the estimated cost to complete the task order, including subcontractor costs, for each element of the SOW; providing a breakdown of the cost by task and subtask levels, in accordance with the contract work breakdown structure (WBS).
- Negotiating and preparing a revised work plan, if the contractor fails to meet the Region's minimum standards. Note that EPA does not anticipate a need to re-negotiate with the contractor nor to require the contractor to revise the work plan. Contractor costs associated with the preparation of the revised work plan and cost estimate shall be paid by the government but shall not bear fee.
- Providing conflict of interest disclosure.

## SITE-SPECIFIC PLANS

WBS: 1.2

Review all existing site-specific plans and prepare, update, and/or maintain plans, as necessary, for RA implementation. Incorporate the plans and procedures received from any subcontractor(s) into the overall site plans. Should the contractor fail to meet the required standards in accordance with the appropriate legal, regulatory, and EPA guidance, prepare revised site-specific plans. (NOTE: In that event, contractor costs associated with the preparation of the revised site-specific plans shall be paid by EPA but shall not bear fee.) Typical plans include, but are not limited to, the following:

- Sampling and Analysis Plan (SAP) in accordance with 40 CFR 300.415(b)(4)(ii) if necessary.
- Field Sampling Plan (FSP) in accordance with 40 CFR 300.415(b)(4)(ii) if necessary.
- Quality Assurance Project Plan (QAPP) in accordance with *EPA Requirements for QA Project Plans* (QA/R-5). Office of Environmental Information. EPA/240/B-01/003, March 2001 if necessary.
- Site-specific Health and Safety Plan (HSP) that specifies employee training, protective equipment, medical surveillance requirements, standard operating procedures, and a contingency plan in accordance with 29 CFR 1910.120(l)(1) and (l)(2). NOTE: The RD HSP may be modified for use if appropriate.

## Project Management and Reporting

### PROJECT MANAGEMENT

WBS: 1.4

Perform activities required to effectively manage the task order. These activities typically include, but are not limited to, the following:

- Monitoring costs and progress.
- Preparing and submitting monthly progress reports that document monthly and cumulative cost, performance status, and technical progress.
- Preparing and submitting monthly invoices in accordance with the level of detail as specified in the contract.
- Manage, track, and report status of site-specific equipment.
- Participating in meetings and preparing and submitting meeting summaries.
- Accommodate any external audit or review mechanism that EPA shall require.
- Evaluating existing data, including usability, when directed by EPA.
- Coordinating with local and emergency response teams.
- Reviewing background documents as directed by EPA.

### COMMUNITY INVOLVEMENT (CR)

WBS: 2

Perform community involvement activities in support of EPA throughout the RA in accordance with the *National Oil and Hazardous Substances Pollution Contingency Plan* (NCP, 40 CFR Part 300) and the

*Community Relations in Superfund - A Handbook*, (U.S. EPA, Office of Emergency and Remedial Response, OSWER Directive No. 9230.0-3C, January 1992). These tasks include, but are not limited to, the following:

- Providing public meeting and/or open house support.
- Preparing fact sheets, notices and other informational documents.
- Preparing presentation materials.
- Implementing other community involvement activities as identified by the site-specific CIP or EPA.
- Providing technical support to review Community Involvement deliverables and participate in public meetings.

## **RA Subcontract Award**

### **PROCUREMENT OF SUBCONTRACT (PB)**

WBS: 3

Solicit, evaluate, select, and award the necessary subcontract(s) to implement the RA under this task. The contractor must adhere to Federal Acquisition Regulation (FAR), EPA Acquisition Regulation (EPAAR), and contract specific subcontracting requirements in procuring subcontractor(s). To the maximum extent practicable, the types of subcontracts procured shall follow performance-based contracting (PBC) methods. The tasks to be performed shall be determined by the contractor's technical approach as detailed in the work plan. These tasks include, but are not limited to, the following:

- Prebid (Pre-solicitation) Activities
  - Duplication and distribution of contract documents
  - Advertising/soliciting of bids
  - Issuing addenda
  - Holding Pre-bid (pre-solicitation) meetings
  - Resolution of bidder (offeror) inquiries
  - Holding On-site visits
  - Compilation of contract documents
  - Readvertise/Resolicit bids/offers and repackage documents if necessary. [NOTE: All costs associated with the re-advertisement/resolicitation of subcontract(s) shall be paid by the Government, but shall bear no additional fee.]
- Pre-Award/Award Activities.
  - Receipt of bids (offers).
  - Determination of responsive, responsible bidder/s (offeror/s).
  - Bid (offer) tabulation and analysis.
  - Receipt of follow-up items from lowest responsible bidder/s (offeror/s).
  - Review of Equal Employment Opportunities (EEO), Minority Business Entrepreneurs (MBE) requirements, and Small, Disadvantaged Business Subcontracting Plans.
  - Perform reference checks.
  - Request consent from EPA.
  - Award subcontract and issue notice of award.
- Post-Award Activities.
  - Attend post award meetings/preconstruction conference.
  - Review permits, insurance, bonds, certificates, and documentation required by the specifications.
  - Review and approve subcontractor's measurement and payment schedule.
  - Establish guidelines for payment of items delivered by not yet installed.
  - Review subcontractor activity schedule.

- Submittal review and preparation of Notice to Proceed (NTP).
  - Establish procedures for review of submittals.
  - Review subcontractor submittals.
  - Issue Notice To Proceed.
- Reviewing revisions/addendum to subcontractor submittals (optional).

#### MANAGEMENT SUPPORT (MS)

WBS: 4

Manage and monitor the subcontract(s) required to implement the RA. Institute procedures, monitor progress, and maintain systems and records to ensure that the work proceeds according to requirements specified in the contract documents. Typical activities include, but are not limited to, the following:

- Providing financial management including review and approval of invoices, subcontract modifications, and task order amendments to include direct cost of change orders/financial tracking; and maintain a code of accounts and/or WBS for cost/schedule reporting purposes.
- Providing cost monitoring including weekly and monthly cost tracking. Analyze progress payments and make recommendations including retaining and deviation from projected rates of expenditure.
- Monitoring subcontractor compliance with the Davis-Bacon Act and related requirements.
- Providing engineering support including review of field logs, attending biweekly/weekly/monthly meetings, and providing supplemental support for field change requests, value engineering change and system optimization proposals, non-conformance reports issued by resident engineer, and re-design activities.
- Managing, tracking, and reporting the status of all government-furnished equipment and contractor-acquired property in accordance with contract requirements

### RA Implementation Management

#### DETAILED RESIDENT INSPECTION (Resident Engineer) (RI)

WBS: 5

Provide field supervision associated with the monitoring and documentation of the work being done at the site in accordance with the design and all subcontracts documents (e.g., drawings, specifications and plans) and ensure the implementation of the remedial action at the site is protective of human health and the environment. Typical activities include, but are not limited to, the following:

- Conducting/attending progress meetings.
- Maintaining field logs and daily diaries.
- Providing advice on what is intended by subcontract documents.
- Preparing sketches to reflect field conditions.
- Checking construction drawings submitted by construction subcontractors for compliance with design concept.
- Preparing reports on inspections.

- Making final inspection and preparing report.
- Monitoring, updating, and reporting construction progress.
- Reviewing and recommending time extensions.
- Coordinating with Home Office/Management Support.
- Conducting regular Davis-Bacon Act interviews on-site. (The TOM/COR shall be informed regarding scheduling of such interviews so that he/she can be present on site.)
- Reviewing and recommending action on value engineering change proposals.
- Reviewing and making recommendations for changes.
- Providing advice on need and cost of proposed change orders.
- Providing assistance in prevention and resolution of subcontractor claims.
- Recommending approval or rejection of construction schedules.
- Performing field testing, recommending action on health and safety considerations (e.g., site safety plan), monitoring quality control procedures.

#### ANALYTICAL SUPPORT AND DATA VALIDATION (AN)

WBS: 6

Schedule, coordinate, track, and oversee sample analyses and validate analytical data. Typical activities include, but are not limited to, the following:

- Collecting, preparing, and shipping environmental samples in accordance with the Field Sampling Plan (FSP). The following types of sampling shall be required:
  - Field screening
  - Ground water sampling
  - Surface and subsurface soil sampling
- Developing data quality objectives (DQO) for each sampling event; these DQOs shall be the determinative factor for assessing the success or failure of the sampling.
- Requesting, obtaining, and performing oversight of analytical services in compliance with EPA requirements.
- Coordinating with the EPA Sample Management Office (SMO), the Regional Sample Control Coordinator (RSCC), and/or the Environmental Services Division (ESD) regarding analytical support, data validation, and quality assurance issues.
- Implementing the EPA-approved laboratory quality assurance program that provides oversight of in-house and subcontracted laboratories through periodic performance evaluation sample analyses and/or on-site audits of operations and has a system of corrective actions.
- Providing sample management including chain of custody procedures, information management, sample retention, and 10-year data storage.
- Performing data validation, the process by which the quality of the data, the defensibility of the data, and the chain of custody are verified. Performing data validation in accordance with Regional guidelines.

- Reviewing data for usability for its intended purpose.
- Providing reports on data validation and usability.

#### RA IMPLEMENTATION (SUBPOOL ACTIVITIES) (AI)

WBS: 8

Manage and oversee the RA elements implemented by subcontractor(s) at the site in accordance with the O&M plan, the design, and all subcontract(s) documents (drawings, specifications and plans). Typical activities include, but are not limited to, the following:

- Site-specific preparation: Securing the site and establishing an operations area, including laying out of clean zone, waste/stage handling areas, and decontamination areas if required
- Implementation of the RA in accordance with the O&M plan, the design, and the subcontract plans and specifications.
  - In-Situ Chemical Oxidation of the contaminated groundwater - Application of chemical amendments/reagents through injection into the subsurface soils and groundwater to facilitate degradation through chemical oxidation of PCE and other organic contaminants.
  - Installation of chemical amendment injection points (e.g., using direct push technology) or temporary wells strategically located within the source area aquifer material.
  - Installation of new monitoring wells at strategic locations to supplement existing monitoring wells. Periodic sampling and analysis of groundwater collected from existing municipal drinking water wells and monitoring wells.
  - Annual Monitored Natural Attenuation (MNA) studies to evaluate progress of natural attenuation of non-source area contaminated media.

#### PROJECT PERFORMANCE (PJ)

WBS: 10

Perform all activities necessary to ensure the RA implemented at the site is in accordance with the design and O&M plan and all subcontractor documents. Typical activities include, but are not limited to, the following:

- Conducting pre start-up check out
- Reviewing O&M manual.
- Describing and analyzing potential operating problems.
- Supporting training operation and maintenance of O&M staff, including State personnel.
- Advising on conformity to applicable performance and operations requirements.
- Determining cause of failure and developing corrective action report.
- Reviewing record development, laboratory procedures, process system, safety and emergency systems, and warranty files.
- Evaluating equipment system performance, witness performance tests, gathering and testing samples.
- For the one-year operational and functional period, operating and providing appropriate upkeep and maintenance of installed response action construction items including the facilities, equipment, and appropriate engineered controls such as fencing for the site in accordance with the O&M Manual and SAP.
- Operating and providing appropriate upkeep and maintenance of installed response action construction items including the facilities, equipment, and appropriate engineered controls such as fencing for the site in accordance with the O&M Manual and SAP for a time period as specified in the task order.
- Updating the O&M Manual, as appropriate.

- Conducting trend analyses and optimization studies to improve system efficiency and reduce operation cost of RA.

## **RA Completion**

### **PROJECT COMPLETION AND CLOSEOUT (PC)**

**WBS: 11**

Ascertain project completion and closeout of the subcontract(s) associated with the RA at the site. These tasks include but are not limited to, the following:

- Demobilization of subcontractors.
- Pre-final/Final Activities - Consolidation of project needs, pre-final/final inspection and certification, direct final project demobilization and make lockout inspection.
- Final Payment/Punch List - Resolution/certification that project is complete according to plans and specifications. May involve trial periods, shakedown, test or trial runs/burns.
- Submission of as-built drawings.
- Updating the O&M Manual.
- Preparing Remedial Action Report in accordance with Closeout Procedures for National Priorities List Sites OSWER Directive 9320.2-09A-P, January 2000.

### **TASK ORDER CLOSEOUT (CO)**

**WBS: 12**

Perform the necessary activities to close out the task order in accordance with contract requirements. Typical activities include but are not limited to, the following:

- Packaging and returning documents to the government.
- Duplicating/distribution/storage of files.
- Archiving files in accordance with Federal Record Center requirements.
- Preparing microfiche/microfilm/optical disk or other EPA-approved data storage technology.
- Preparing the closeout report in accordance with Regional guidance or other procedures as specified in the task order. If the final hours/budget is greater than +/- 10% of the original approved work plan/task order hours/budget, the TOCR must describe the circumstances that explain why this occurred.

**Attachment 1 - Summary of Major Submittals for the Remedial Action at  
Peach Orchard Rd Site**

<b>DELIVERABLE</b>	<b>NO. OF COPIES</b>	<b>DUE DATE (calendar days)</b>	<b>EPA REVIEW PERIOD</b>
Monthly Progress Reports	2	Monthly and as required in the contract	NA
Remedial Action Work Plan	4	30 days after initiation of task order (WA)	14 days after receipt of work plan
Health and Safety Plan (HASP)	2	Concurrent with RA work plan	30 days after receipt of plan
Sampling and Analysis Plan (SAP) (if necessary)	4	Concurrent with RA work plan	30 days after receipt of plan
Quality Assurance Project Plan (QAPP) (if necessary)	3	Concurrent with RA work plan	30 days after receipt of plan
Subcontract Consent Request	3	21 days after receipt of bids (offers)	10 days after receipt of subcontractor consent request
Field Documentation	1	TBD	NA
Data Evaluation/ Cleanup Status Report	3	Quarterly as specified by the COR	NA
Inspection Report	3	21 days after final inspection	NA
As-Built Resolution/ Certification (If necessary)	3	30 days after final inspection	NA
O&M Plan	3	30 days after approval of RA work plan	30 days after receipt of report
Remedial Action Report	3	30 days after final inspection	30 days after receipt of report
Closeout Report	3	30 days after final RA report submitted	30 days after receipt of report
Final Costs	3	90 days after task order closeout	NA



## **Attachment 2 - Work Breakdown Structure for Remedial Action**

### **Task 1 Project Planning and Support**

**(PP)**

- 1.1 Project planning.
  - 1.1.1 Attend scoping meeting.
  - 1.1.3 Develop Work Plan and cost estimate
  - 1.1.4 Negotiate Work Plan and Cost Estimate.
  - 1.1.5 Provide conflict of interest disclosure.
  - 1.1.6 Prepare Health and Safety Plan (HASP) (Prime Contractor).
- 1.2 Prepare, review, and revise the site-specific plans required to implement the RA at the site.
  - 1.2.2 Sampling and Analysis Plan (SAP) if necessary.
  - 1.2.3 Field Sampling Plan (FSP) if necessary.
  - 1.2.4 Quality Assurance Project Plan (QAPP) if necessary.
  - 1.2.6 Health and Safety Plan (HASP) (incorporating subcontractor's Health and Safety Plan/s).
- 1.4 Project management.
  - 1.4.1 Monitor costs and prepare periodic status reports.
  - 1.4.2 Participate in meetings/communicate routinely/prepare meeting notes.
  - 1.4.3 Manage, track, and report status of site-specific equipment.
  - 1.4.4 Accommodate any external audit or review mechanism that EPA shall require.
  - 1.4.5 Evaluate existing data, including usability, when directed by EPA.
  - 1.4.6 Coordinate with local and emergency response teams.
  - 1.4.7 Review background documents as directed by EPA.
  - 1.4.8 Attend EPA-held training.

### **Task 2 Community Involvement**

**(CR)**

- 2.3 Provide public meeting and/or open house support.
- 2.4 Prepare fact sheets, notices and other informational documents.
- 2.9 Develop and update site mailing list.
- 2.10 Provide administrative and technical support for Responsiveness Summary.
- 2.11 Prepare presentation materials.
- 2.12 Implementation of other Community Involvement activities as identified by the site-specific Community Involvement Plan or EPA.
- 2.13 Provide technical support to review Community Involvement deliverables and participate in public meetings.

### **Task 3 Procurement of Subcontract(s)**

**(PB)**

- 3.1 Prebid (pre-solicitation) activities.
  - 3.1.1 Duplicate and distribute contract documents.
  - 3.1.2 Advertise/solicit bids.
  - 3.1.3 Issue addenda.
  - 3.1.4 Hold pre-bid meetings.
  - 3.1.5 Resolve (offeror) inquiries.
  - 3.1.6 Hold on-site visits.
  - 3.1.7 Compile contract documents.
  - 3.1.8 Readvertise/resolicit bids, if necessary.
- 3.2 Preaward/Award activities.
  - 3.2.1 Receive bids (offers).
  - 3.2.2 Determine responsive, responsible bidders (offerors).
  - 3.2.3 Tabulate and analyze bid (offer).
  - 3.2.4 Receive follow-up items from lowest responsible bidder/s (offeror/s).
  - 3.2.5 Review Equal Employment Opportunities (EEO), Minority Business Entrepreneurs (MBE) Requirements, Small Disadvantaged Business (SDB) Subcontracting Plans.
  - 3.2.6 Perform reference checks.
  - 3.2.7 Request consent from EPA.

- 3.2.8 Award subcontract.
- 3.2.9 Issue notice of award.
- 3.3 Post award activities.
  - 3.3.1 Attend post award meetings/preconstruction conference.
  - 3.3.2 Review permits, insurance, bonds, certificates, and documentation required by the specifications.
  - 3.3.3 Review and approve RA subcontractor's measurement and payment schedule.
  - 3.3.4 Establish guidelines for payment of items delivered but not yet installed.
  - 3.3.5 Review subcontractor activity schedule.
- 3.4 Submittal review/notice to proceed.
  - 3.4.1 Establish procedures for review of submittals.
  - 3.4.2 Review subcontractor submittals.
  - 3.4.3 Issue Notice To Proceed.
- 3.5 Review revisions/addendum to subcontractor submittals (optional).

#### **Task 4 Management Support**

**(MS)**

- 4.1 Financial management.
  - 4.1.1 Review and approve invoices, subcontract modifications, and Task Order amendments to include direct cost of change orders/financial tracking.
  - 4.1.2 Maintain a code of accounts and/or WBS for cost/schedule reporting purposes.
- 4.2 Cost monitoring.
  - 4.2.1 Weekly and monthly tracking.
  - 4.2.2 Analyze progress payments and make recommendations including retaining and deviation from projected rates of expenditure.
  - 4.2.3 Monitor subcontractor compliance with Davis-Bacon Act and related requirements.
- 4.3 Engineering support.
  - 4.3.1 Review field logs, etc.
  - 4.3.2 Attend biweekly/weekly/monthly meetings.
  - 4.3.3 Provide supplemental engineering support for field change requests.
  - 4.3.4 Evaluate value engineering change and system optimization proposals.
  - 4.3.5 Evaluate non-conformance reports issued by resident engineer.
  - 4.3.6 Implement re-design activities.

#### **Task 5 Detailed Resident Inspection (Resident Engineer)**

**(RI)**

- 5.1 Conduct/attend progress meetings.
- 5.2 Maintain field logs and daily diaries.
  - 5.2.1 Provide advice on what is intended by subcontract documents.
  - 5.2.2 Prepare sketches to reflect field conditions.
  - 5.2.3 Check drawings submitted by subcontractors for compliance with O&M plan and design concept.
  - 5.2.4 Prepare reports on inspections.
  - 5.2.5 Make final inspection and prepare report.
  - 5.2.6 Monitor, update, and report progress.
  - 5.2.7 Review and recommend time extensions.
  - 5.2.8 Coordinate with home office/management support.
  - 5.2.9 Conduct regular Davis-Bacon Act interviews on site. (The TOM/COR shall be informed regarding scheduling of such interviews so that he/she can be present on site.)
- 5.3 Review and recommend action on value engineering change and/or system optimization proposals.
  - 5.3.1 Review and make recommendations for changes.
  - 5.3.2 Provide advice on need and cost of proposed change orders.
  - 5.3.3 Provide assistance in prevention and resolution of subcontractor claims.
  - 5.3.4 Recommend approval or rejection of construction schedules.
- 5.4 Perform field testing.
- 5.5 Recommend action on health and safety considerations (e.g. site safety plan).
- 5.6 Monitor quality control procedures.

**Task 6 Analytical Support and Data Validation****(AN)**

- 6.1 Collect, prepare, and ship environmental samples in accordance with the Field Sampling Plan (FSP).
  - 6.1.1 Field screening.
  - 6.1.2 Ground water sampling.
  - 6.1.3 Surface and subsurface soil sampling.
  - 6.1.4 Surface water and sediment sampling.
  - 6.1.7 Other types of media sampling and screening.
- 6.2 Develop performance or acceptance criteria (such as data quality objectives (DQO)) for each sampling event; these criteria shall be the determinative factor for assessing the success or failure of the sampling.
- 6.3 Request, obtain, and perform oversight of analytical services in compliance with EPA requirements.
- 6.4 Coordinate with the EPA Sample Management Office (SMO), the Regional Sample Control Coordinator (RSCC), and/or the Environmental Services Division (ESD) regarding analytical support, data validation, and quality assurance issues.
- 6.5 Implement the EPA-approved laboratory quality assurance program that provides oversight of in-house and subcontracted laboratories through periodic performance evaluation sample analyses and/or on-site audits of operations and has a system of corrective actions.
- 6.6 Provide sample management including chain of custody procedures, information management, sample retention, and 10-year data storage.
- 6.7 Perform data validation, the process by which the quality of the data, the defensibility of the data, and the chain of custody are verified. Perform data validation in accordance with Regional guidelines.
- 6.8 Review data for usability for its intended purpose.
- 6.9 Provide reports on data validation and usability.

**Task 8 RA Implementation (Subpool Activities)****(AI)**

- 8.1 Site-specific preparation.
- 8.2 Implementation of the RA.

**Task 10 Project Performance****(PJ)**

- 10.1 Conduct pre-startup check out.
  - 10.1.1 Review O&M manual.
  - 10.1.2 Describe and analyze potential operating problems.
  - 10.1.4 Advise on conformity to applicable performance and operations requirements.
  - 10.1.5 Determine cause of failure and develop corrective action report.
  - 10.1.6 Review record development, laboratory procedures, process system, safety and emergency systems, and warranty files.
- 10.2 Evaluate equipment system performance, witnessing performance tests, gathering and testing samples.
- 10.3 For the one-year operational and functional period, operate and provide appropriate upkeep and maintenance of installed response action construction items.
- 10.4 Update the O&M Manual, as appropriate.
- 10.5 Conduct trend analyses and optimization studies.

**Task 11 Project Completion and Closeout****(PC)**

- 11.1 Demobilization of subcontractors.
- 11.2 Conduct re-final/final activities.
- 11.3 Consolidate project needs, pre-final/final inspection and certification, direct final project demobilization and make lockout inspection.
- 11.4 Review final payment/punch list.
- 11.5 Resolution/certification that project is complete according to plans and specifications.
- 11.6 Submission of as-built drawings.
- 11.7 Update O&M Manual.
- 11.9 Assist in transfer of project to the state upon the determination that the project is Operational and Functional (O&F).
- 11.10 Prepare Remedial Action Report.

**Task 12 Task Order Closeout**

**(CO)**

- 12.1 Package and return documents to the government.
- 12.2 Duplicate, distribute, and store files.
- 12.3 Archive files in accordance with Federal Record Center requirements.
- 12.4 Produce microfiche/microfilm/optical disk or other EPA-approved storage format.
- 12.5 Prepare the Task Order Closeout Report (TOCR).

### Attachment 3 - Regulations and Guidance Documents

Although not comprehensive, the following list comprises many of the regulations and guidance documents that apply to the RD process:

1. *CERCLA Compliance with Other Laws Manual*, Two Volumes, U.S. EPA, Office of Emergency and Remedial Response, OSWER Directive No. 9234.1-01 and -02, August 1988 (DRAFT).
2. *Community Relations in Superfund C A Handbook*, U.S. EPA, Office of Emergency and Remedial Response, OSWER Directive No. 9230.0-3C, January 1992.
3. *The Data Quality Objectives for Process of Superfund: Interim Final Guidance*, U.S. EPA, Office of Emergency and Remedial Response and Office of Waste Programs Enforcement, EPA/540/R-93/071, September 1993.
4. *Guidance on Expediting Remedial Design and Remedial Actions*, EPA/540/G-90/006, August 1990.
5. *Guidance on Remedial Actions for Contaminated Ground Water at Superfund Sites*, U.S. EPA Office of Emergency and Remedial Response (DRAFT), OSWER Directive No. 9283.1-2.
6. *Guide to Management of Investigation-Derived Wastes*, U.S. EPA, Office of Solid Waste and Emergency Response, Publication 9345.3-03FS, January 1992.
7. *Interim Guidance on Compliance with Applicable of Relevant and Appropriate Requirements*, U.S. EPA, Office of Emergency and Remedial Response, OSWER Directive No. 9234.0-05, July 9 1987.
8. *National Oil and Hazardous Substances Pollution Contingency Plan*; Final Rule, Federal Register 40 CFR Part 300, March 8, 1990.
9. *Permits and Permit Equivalency Processes for CERCLA On-site Response Actions*, OSWER Directive 9355.7-03, February 19, 1992.
10. *Procedures for Completion and Deletion of NPL Sites*, U.S. EPA, Office of Emergency and Remedial Response, OSWER Directive No. 9320.2-3A, April 1989.
11. *Quality in the Constructed Project: A Guideline for Owners, Designers and Constructors*, Volume 1, Preliminary Edition for Trial Use and Comment, American Society of Civil Engineers, May 1988.
12. *Remedial Design/Remedial Action (RD/RA) Handbook*, U.S. EPA, Office of Solid Waste and Emergency Response (OSWER) 9355.0-04B, EPA 540/R-95/059, June 1995.
13. *Scoping the Remedial Design* (Fact Sheet), OSWER Publ. 9355-5-21 FS, February 1995.
14. *Standards for the Construction Industry*, Code of Federal Regulations, Title 29, Part 1926, Occupational Health and Safety Administration.
15. *Standards for General Industry*, Code of Federal Regulations, Title 29, Part 1910, Occupational Health and Safety Administration.
16. *Superfund Guidance on EPA Oversight of Remedial Designs and Remedial Actions Performed by Potentially Responsible Parties*, EPA/540/G-90/001, April 1990.
17. *Superfund Response Action Contracts* (Fact Sheet), OSWER Publ. 9242.2-08FS, May 1993.
18. *Treatability Studies Under CERCLA*, Final. U.S. EPA, Office of Solid Waste and Emergency Response, EPA/540/R-92/071a, October 1992.
19. *Value Engineering* (Fact Sheet), U.S. EPA, Office of Solid Waste and Emergency Response, Publication 9355.5-03FS, May 1990.

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See the following guidance documents for more information on performance-based contracting:

20. *A Guide to Best Practices for Performance-Based Service Contracting*, Office of Federal Procurement Policy, April 1996.
21. *A Guide to Best Practices for Performance-Based Service Contracting*, Final Edition, Office of Federal Procurement Policy, October 1998.
22. *Performance-Based Contracting* (Fact Sheet), U.S. EPA, Office of Emergency and Remedial Response, Draft February 1999.
23. Policy Letter 91-2, To The Heads of Executive Agencies and Departments, April 9, 1991.

## Attachment 4 - Transmittal of Documents for Acceptance by EPA

TRANSMITTAL OF DOCUMENTS FOR ACCEPTANCE BY EPA		DATE:	TRANSMITTAL NO.
TO:		FROM:	G New Transmittal  G Resubmittal of Transmittal No. _____
SUBTASK NO.	DELIVERABLE	NO. OF COPIES	REMARKS
ACCEPTANCE ACTION			
DOCUMENTS FOUND ACCEPTABLE (LIST BY SUBTASK NO.)		NAME/TITLE/SIGNATURE OF REVIEWER  DATE	

## Attachment 5 - Transmittal Register

[illegible]





# ORDER FOR SUPPLIES OR SERVICES

PAGE OF PAGES

1 25

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

1. DATE OF ORDER 08/25/2011		2. CONTRACT NO. (If any) EP-S4-09-02		6. SHIP TO:				
3. ORDER NO. 0059		4. REQUISITION/REFERENCE NO. PR-R4-11-00731		a. NAME OF CONSIGNEE Region 4				
5. ISSUING OFFICE (Address correspondence to) Region 4 US Environmental Protection Agency Atlanta Federal Center 61 Forsyth Street, SW Atlanta GA 30303-3104				b. STREET ADDRESS US Environmental Protection Agency Atlanta Federal Center 61 Forsyth Street, SW				
				c. CITY Atlanta		d. STATE GA	e. ZIP CODE 30303-3104	
7. TO: NA				f. SHIP VIA				
a. NAME OF CONTRACTOR BLACK & VEATCH SPECIAL PROJECTS CORP.				8. TYPE OF ORDER				
b. COMPANY NAME				<input type="checkbox"/> a. PURCHASE REFERENCE YOUR:		<input checked="" type="checkbox"/> b. DELIVERY		
c. STREET ADDRESS 6601 COLLEGE BOULEVARD				Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.				
d. CITY Overland Park		e. STATE KS	f. ZIP CODE 66211	Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet, if any, including delivery as indicated.				
9. ACCOUNTING AND APPROPRIATION DATA See Schedule				10. REQUISITIONING OFFICE Reconstruct Originating Office				
11. BUSINESS CLASSIFICATION (Check appropriate box(es))						12. F.O.B. POINT Destination		
<input type="checkbox"/> a. SMALL <input checked="" type="checkbox"/> b. OTHER THAN SMALL <input type="checkbox"/> c. DISADVANTAGED <input type="checkbox"/> g. SERVICE-DISABLED VETERAN-OWNED <input type="checkbox"/> d. WOMEN-OWNED <input type="checkbox"/> e. HUBZone <input type="checkbox"/> f. EMERGING SMALL BUSINESS								
13. PLACE OF			14. GOVERNMENT B/L NO.		15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date) 09/30/2013		16. DISCOUNT TERMS	
a. INSPECTION Destination		b. ACCEPTANCE Destination						
17. SCHEDULE (See reverse for Rejections)								
ITEM NO. (a)	SUPPLIES OR SERVICES (b)			QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	DUNS Number: 603168931 TOPO: CSWAN Max Expire Date: 09/30/2013  Continued ...							
18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.				17(h) TOTAL (Cont. pages)
21. MAIL INVOICE TO:								
a. NAME		RTP Finance Center						\$40,000.00
b. STREET ADDRESS (or P.O. Box)		US Environmental Protection Agency RTP-Finance Center Mail Drop D143-02 109 TW Alexander Drive						
c. CITY Durham		d. STATE NC	e. ZIP CODE 27711					\$40,000.00
22. UNITED STATES OF AMERICA BY (Signature)				23. NAME (Typed) Michael E. Allen TITLE: CONTRACTING/ORDERING OFFICER				17(i) GRAND TOTAL

AUTHORIZED FOR LOCAL REPRODUCTION  
PREVIOUS EDITION NOT USABLE

OPTIONAL FORM 347 (Rev. 3/2005)  
Prescribed by GSA/FAR 48 CFR 53.213(e)

**ORDER FOR SUPPLIES OR SERVICES  
SCHEDULE - CONTINUATION**

2

25

**IMPORTANT:** Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER

CONTRACT NO.

ORDER NO.

08/25/2011

EP-S4-09-02

0059

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY ORDERED (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)	QUANTITY ACCEPTED (G)
	Admin Office: Region 4 US Environmental Protection Agency Atlanta Federal Center 61 Forsyth Street, SW Atlanta GA 30303-3104 Accounting Info: 11-TCD-4AD0R-302DD2C-2505-A47DRA01-C001-114A DT1076-001 BFY: 11 Fund: TCD Budget Org: 4AD0R Program (PRC): 302DD2C Budget (BOC): 2505 Job #: A47DRA01 Cost: C001 DCN - Line ID: 114ADT1076-001 Period of Performance: 08/25/2011 to 09/30/2013					
0001	SMALLEY PIPER SITE REMEDIAL ACTION  The obligated amount of award: \$40,000.00. The total for this award is shown in box 17(i).				40,000.00	

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

## **TASK ORDER PROVISIONS**

**Contract: EP-S4-09-02, Task Order Number: 059**

### **Background**

This action initiates a new Remedial Action (RA) task order for the Smalley Piper Site (059-RARA-A47D) in accordance with the attached statement of work and the terms and conditions of Clause G.8., Ordering Methods, of the basic contract.

### **Task Order Funding Ceiling**

An initial task order funding ceiling of \$40,000.00 is hereby established for a site visit, scoping meeting, and the development of the RA work plan under Task 1 (Project Planning). The contractor shall acknowledge receipt of this task order within five (5) calendar days and shall prepare and forward to the Contracting Officer within twenty (20) business days after the scoping meeting and/or site visit, a written RD task order work plan proposal.

### **Task Order Incremental Funding**

The amount of task order funding currently available for Task 1 (Project Planning) is \$40,000.00. The contractor shall not make expenditures or incur obligations under this task order in excess of the ceiling price of \$40,000.00, except at the contractor's own risk.

When the contractor has reason to believe that the costs for this task order, which will accrue in the next thirty (30) days, will bring the total cost of this task order over seventy five (75) percent of the available funding specified in the task order, the contractor shall notify the Contracting Officer. Additional funding as needed shall be provided incrementally through a task order modification to fund the contractor's task order proposal.

### **EPA Contacts:**

#### **Project Officer**

Charles Swan  
(404) 562-8848

#### **Alternate Project Officer**

Meredith Clark  
(404) 562-8919

#### **Contract Specialist**

Lynette Rocke  
(404) 562-8428

#### **Contracting Officer**

Michael E. Allen  
(404) 562-8393

**STATEMENT OF WORK  
FOR REMEDIAL ACTION (RA)  
SMALLEY PIPER**

August 25, 2011

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**RAC II STATEMENT OF WORK  
FOR REMEDIAL ACTION  
Smalley-Piper Site, Collierville, Shelby County, Tennessee  
August 25, 2011**

**Contract No: EP-S4-09-02  
Task order No: 059-RARA-A47D**

**Introduction**

**PURPOSE**

The purpose of this Statement of Work (SOW) is to implement the remedial action (RA) at Smalley-Piper Site in accordance with the objectives of the remedial design (RD). This statement of work (SOW) sets forth the framework and requirements for this effort. The record of decision (ROD), issued on September 30, 2008, defines the selected remedy. The RA is the implementation phase of site remediation or construction of the remedy. The RA is based on the RD, which is designed to achieve the remediation goals specified in the ROD. Implementation of the RA involves the procurement of subcontractors and management activities, in addition to technical engineering services. The goal for completion of this RA is September 30, 2013.

**SITE DESCRIPTION**

The Smalley-Piper Superfund Site is approximately 9 acres in size and is located in Collierville, Shelby County, Tennessee. The Site is comprised of a self-storage facility, concrete building, metal storage building, vacant lot, and a paved parking space. Smalley-Piper is in an area of recharge for the Memphis aquifer which contains 11 wells used by the Town of Collierville for public water. Nine of these wells are within four mile radius of the Site approximately 12,000 connections in Collierville and 335 connections in the nearby Piperton Town. According to a 2006 Public Health Assessment report for the site by the Agency for Toxic Substances and Disease Registry, only one private well exists in the aquifer within one mile radius of the site. The well is utilized to maintain a pond by the owner and is not used for drinking. There are creeks and wetlands within a close proximity of site property. From the 1950s to 1980s, various industrial activities, one of which was magnesium battery casing manufacturing, were conducted at the Site. Apparently the battery casing treatment utilized caustic soda, acetic acid, chromium acid, and water. Wastes generated from the operations were treated in an unlined equalization pond on-site with liquid sulphur dioxide. The treated waste in the pond was allowed to contaminate soils, surface water bodies and the Memphis aquifer at the Site. The pond was closed in early 1980s. Subsequently, coating of farm products with iron powder containing chromium, farm equipment hard facing and recycling were operated at the Site. Operations of the facility ceased in 2007.

The major components of the selected remedy for the construction and implementation of the soil remedy include:

- Excavation of contaminated soil.
- Solidification/stabilization of contaminated soil with appropriate chemical reagent.
- Offsite disposal of stabilized soil.
- Installation of an infiltration gallery for subsequent *In-situ* soil flushing to be performed during groundwater remediation.
- Institutional controls.

**GENERAL REQUIREMENTS**

This is a term-form task order that requires the contractor to complete an RA that meets the objectives and performance criteria specified in the ROD issued on September 30, 2008 and the RD. Furnish all necessary and appropriate personnel, including subcontractors, materials, and services needed for, or incidental to, performing and completing the RA. The RA and associated deliverables under this task order shall be consistent with the RODs, the *Remedial Design/Remedial Action*

(RD/RA) Handbook (U.S. EPA Office of Solid Waste and Emergency Response (OSWER) 9355.0-04B, EPA 5401R 95/059, June 1995), and all other guidance used by EPA in conducting an RA (Attachment 3).

The RA implementation shall be specifically based on the following components to address the soil portion of the remedy:

- Site preparation, demolition, and site improvements.
- Excavation of soils (0-20 feet [ft] below ground surface [bgs]), onsite, *ex situ* chemical stabilization of contaminated soil (14-20 ft bgs) prior to off-site disposal at a non-hazardous landfill.
- Installation of an infiltration gallery.
- Backfill excavation area with non-contaminated soil from 0-20 ft bgs and asphalt pavement. Areas disturbed due to construction activities will be graded and re-vegetated.

The soil RA shall be complete when the RA Contractor meets the following cleanup criteria or site specific hexavalent chromium leachability concentration as determined during RA construction:

Contaminant of Concern	Remedial Goals	Basis
Subsurface Soil		
Hexavalent Chromium	38 mg/kg	Migration to Ground Water

This SOW and accompanying work breakdown structure (WBS) (Attachment 2) is provided as a format for the contractor to structure its proposed approach and cost estimate. Use the WBS in cost estimate preparation, and technical and cost tracking and reporting under this work assignment/ task order.

In conducting the task order, EPA expects the contractor to propose and implement the most appropriate and cost-effective procedures and methodologies using accepted engineering practices and controls. Throughout the performance of this task order, the EPA expects the contractor to be responsible for performing services and providing products at the lowest reasonable cost. If the contractor fails to meet the requirements within the negotiated costs, the government may elect to provide the contractor with additional funds to complete the task order without providing any additional fee. If there are changes to the SOW by the government, the government will issue a formal amendment to the SOW and negotiate the cost of the amendment with the contractor to form a new cost estimate.

A summary of the major deliverables and schedule for submittals is in Attachment 1. Submit the major deliverables using the Transmittal of Documents for Acceptance by EPA Form (Attachment 4). The EPA Task Order Manager (TOM)/Contracting Officer Representative (COR) will track deliverables submitted by the contractor using the Transmittal Register (Attachment 5).

Communicate at least weekly with the TOM/COR, either in face-to-face meetings or through conference calls. Document all decisions that are made in meetings and conversations with EPA. Forward this documentation to the COR within five working days of the meeting or conversation.

EPA will provide oversight of contractor activities throughout the RA. EPA review and approval of deliverables is a tool to assist this process and to satisfy, in part, EPA's responsibility to provide effective protection of public health, welfare, and the environment. EPA will review deliverables, including specific deliverables from the subcontractor(s) to the RA contractor, to assess the likelihood that the RA will achieve its remediation goals and that its performance and operations requirements have been met. Acceptance of plans and design-required submittals (i.e., shop drawings, design details) by EPA does not relieve the RA contractor or any subcontractor(s) from the adequacy of their deliverables or their professional responsibilities.

## RECORD KEEPING REQUIREMENTS

Maintain all technical and financial records for the RA in accordance with the contract. At the completion of the task order, submit an official record of the RA in both compact disk and a hardcopy to the TOM/COR. Provide the deliverables using electronic media.

#### US EPA PRIMARY CONTACT

The primary contact for this task order is Randy Bryant. He can be reached at (404) 562-8794, via facsimile at (404) 562-8788, or via e-mail at [Bryant.Randy@epa.gov](mailto:Bryant.Randy@epa.gov). His mailing address is US EPA Region 4, 61 Forsyth St, Atlanta, GA 30303. The secondary contact is Nestor Young. He can be reached at (404) 562-8812, via facsimile (404) 562-8794, or via e-mail at [young.nestor@epa.gov](mailto:young.nestor@epa.gov). His mailing address is US EPA Region 4, 61 Forsyth St, Atlanta, GA 30303.

#### TASK ORDER COMPLETION DATE AND PROJECT CLOSEOUT

At the completion of the task order, perform all necessary project closeout activities as specified in the contract. These activities include closing out any subcontracts, indexing and consolidating project records and files as required above, and providing a technical and financial closeout report to EPA. The goal is to complete all technical activities and closeout activities for this task order by September 30, 2013.

### RA Work Planning

#### WORK PLAN

WBS: 1.1

Prepare and submit a RA work plan that includes a detailed description of implementation activities, performance monitoring, and overall management strategy, including optimization, for the RA. Typical activities involved in preparing the work plan include, but are not limited to, the following:

- Contacting the Task Order Manager (TOM)/Contracting Officer Representative (COR) within five calendar days after receipt of the task order to schedule the scoping meeting to be held at the U.S. EPA Region \_ office in Atlanta, GA. Regional personnel will be available to meet with the contractor 20 to 30 calendar days after the initial scoping meeting to discuss and clarify any issues the contractor may have regarding this project. Contact the TOM/COR to schedule this meeting at least five working days before the proposed meeting date.
- Conducting a site visit with the TOM/COR during the RA planning phase to assist in developing an understanding of the site and any logistics.
- Preparing and submitting a final RA work plan within 45 calendar days after the scoping meeting. The work plan shall include a detailed description of the technical approach for the RA activities in accordance with the Record of Decision issued on September 30, 2008. Specify the necessary procedures, inspections, deliverables, and schedules. Include a comprehensive implementation management schedule for completion of each major activity and submittal.
- Preparing the estimated cost to complete the task order, including subcontractor costs, for each element of the SOW; providing a breakdown of the cost by task and subtask levels, in accordance with the contract work breakdown structure (WBS).
- Negotiating and preparing a revised work plan, if the contractor fails to meet the Region's minimum standards. Note that EPA does not anticipate a need to re-negotiate with the contractor nor to require the contractor to revise the work plan. Contractor costs associated with the preparation of the revised work plan and cost estimate shall be paid by the government but shall not bear fee.
- Providing conflict of interest disclosure.

## SITE-SPECIFIC PLANS

WBS: 1.2

Review all existing site-specific plans and prepare, update, and/or maintain plans, as necessary, for RA implementation. Incorporate the plans and procedures received from any subcontractor(s) into the overall site plans. Should the contractor fail to meet the required standards in accordance with the appropriate legal, regulatory, and EPA guidance, prepare revised site-specific plans. (NOTE: In that event, contractor costs associated with the preparation of the revised site-specific plans shall be paid by EPA but shall not bear fee.) Typical plans include, but are not limited to, the following:

- Site Management Plan.
- Sampling and Analysis Plan (SAP) in accordance with 40 CFR 300.415(b)(4)(ii).
- Field Sampling Plan (FSP) in accordance with 40 CFR 300.415(b)(4)(ii).
- Quality Assurance Project Plan (QAPP) in accordance with *EPA Requirements for QA Project Plans* (QA/R-5). Office of Environmental Information. EPA/240/B-01/003, March 2001.
- Contingency Plan.
- Site-specific Health and Safety Plan (HSP) that specifies employee training, protective equipment, medical surveillance requirements, standard operating procedures, and a contingency plan in accordance with 29 CFR 1910.120(l)(1) and (l)(2). NOTE: The RD HSP may be modified for use if appropriate.



## **Project Management and Reporting**

### **PROJECT MANAGEMENT**

WBS: 1.4

Perform activities required to effectively manage the task order. These activities typically include, but are not limited to, the following:

- Monitoring costs and progress.
- Preparing and submitting monthly progress reports that document monthly and cumulative cost, performance status, and technical progress.
- Preparing and submitting monthly invoices in accordance with the level of detail as specified in the contract.
- Manage, track, and report status of site-specific equipment.
- Participating in meetings and preparing and submitting meeting summaries.
- Accommodating any external audit or review mechanism that EPA requires.
- Evaluating existing data, including usability, when directed by EPA.
- Coordinating with local and emergency response teams.
- Reviewing background documents as directed by EPA.
- Attending EPA-held training.

### **COMMUNITY INVOLVEMENT (CR)**

WBS: 2

Prepare and implement the Community Involvement Plan (CIP) for the site. Perform community involvement activities in support of EPA throughout the RA in accordance with the *National Oil and Hazardous Substances Pollution Contingency Plan* (NCP, 40 CFR Part 300) and the *Community Relations in Superfund - A Handbook*, (U.S. EPA, Office of Emergency and Remedial Response, OSWER Directive No. 9230.0-3C, January 1992). These tasks include, but are not limited to, the following:

- Providing public meeting and/or open house support.
- Preparing fact sheets, notices and other informational documents.
- Publishing public notices in local newspapers serving the site community.
- Preparing presentation materials.

### **I**

### **RA Subcontract Award**

## PROCUREMENT OF SUBCONTRACT (PB)

WBS: 3

Solicit, evaluate, select, and award the necessary subcontract(s) to implement the RA under this task. The contractor must adhere to Federal Acquisition Regulation (FAR), EPA Acquisition Regulation (EPAAR), and contract specific subcontracting requirements in procuring subcontractor(s). To the maximum extent practicable, the types of subcontracts procured shall follow performance-based contracting (PBC) methods. The tasks to be performed shall be determined by the contractor's technical approach as detailed in the work plan. These tasks include, but are not limited to, the following:

- Prebid (Pre-solicitation) Activities
  1. Duplication and distribution of contract documents
  2. Advertising/soliciting of bids
  3. Issuing addenda
  4. Holding Pre-bid (pre-solicitation) meetings
  5. Resolution of bidder (offeror) inquiries
  6. Holding On-site visits
  7. Compilation of contract documents
  8. Re-advertise/Re-solicit bids/offers and repackage documents if necessary. [NOTE: All costs associated with the re-advertisement/re-solicitation of subcontract(s) shall be paid by the Government, but shall bear no additional fee.]
- Pre-Award/Award Activities.
  1. Receipt of bids (offers).
  2. Determination of responsive, responsible bidder/s (offeror's).
  3. Bid (offer) tabulation and analysis.
  4. Receipt of follow-up items from lowest responsible bidder/s (offeror's).
  5. Review of Equal Employment Opportunities (EEO), Minority Business Entrepreneurs (MBE) requirements, and Small, Disadvantaged Business Subcontracting Plans.
  6. Perform reference checks.
  7. Request consent from EPA.
  8. Award subcontract and issue notice of award.
- Post-Award Activities.
  1. Attend post award meetings/preconstruction conference.
  2. Review permits, insurance, bonds, certificates, and documentation required by the specifications.
  3. Review and approve subcontractor's measurement and payment schedule.
  4. Establish guidelines for payment of items delivered by not yet installed.
  5. Review subcontractor activity schedule.
- Submittal review and preparation of Notice to Proceed (NTP).
  1. Establish procedures for review of submittals.
  2. Review subcontractor submittals.
  3. Issue Notice To Proceed.
- Reviewing revisions/addendum to subcontractor submittals (optional).

## MANAGEMENT SUPPORT (MS)

WBS: 4

Manage and monitor the subcontract(s) required to implement the RA. Institute procedures, monitor progress, and maintain systems and records to ensure that the work proceeds according to requirements specified in the contract documents. Typical activities include, but are not limited to, the following:

- Providing financial management including review and approval of invoices, subcontract modifications, and task order amendments to include direct cost of change orders/financial tracking; and maintain a code of accounts and/or WBS for cost/schedule reporting purposes.
- Providing cost monitoring including weekly and monthly cost tracking. Analyze progress payments and make recommendations including retaining and deviation from projected rates of expenditure.
- Monitoring subcontractor compliance with the Davis-Bacon Act and related requirements.
- Providing engineering support including review of field logs, attending biweekly/weekly/monthly meetings, and providing supplemental support for field change requests, value engineering change and system optimization proposals, non-conformance reports issued by resident engineer, and re-design activities.
- Managing, tracking, and reporting the status of all government-furnished equipment and contractor-acquired property in accordance with contract requirements.

## **RA Implementation Management**

### **DETAILED RESIDENT INSPECTION (Resident Engineer) (RI)**

**WBS: 5**

Provide field supervision associated with the monitoring and documentation of the work being done at the site in accordance with the design and all subcontract(s) documents (e.g., drawings, specifications and plans) and ensure the implementation of the remedial action at the site is protective of human health and the environment. Typical activities include, but are not limited to, the following:

- Conducting/attending progress meetings.
- Maintaining field logs and daily diaries.
- Providing advice on what is intended by subcontract documents.
- Preparing sketches to reflect field conditions.
- Checking construction drawings submitted by construction subcontractors for compliance with design concept.
- Preparing reports on inspections.
- Making final inspection and preparing report.
- Monitoring, updating, and reporting construction progress.
- Reviewing and recommending time extensions.
- Coordinating with Home Office/Management Support.
- Conducting regular Davis-Bacon Act interviews on-site. (The TOM/COR shall be informed regarding scheduling of such interviews so that he/she can be present on site.)
- Reviewing and recommending action on value engineering change proposals.
- Reviewing and making recommendations for changes.

- Providing advice on need and cost of proposed change orders.
- Providing assistance in prevention and resolution of subcontractor claims.
- Recommending approval or rejection of construction schedules.
- Performing field testing, recommending action on health and safety considerations (e.g., site safety plan), monitoring quality control procedures.

#### ANALYTICAL SUPPORT AND DATA VALIDATION (AN)

WBS: 6

Schedule, coordinate, track, and oversee sample analyses and validate analytical data. Typical activities include, but are not limited to, the following:

- Collecting, preparing, and shipping environmental samples in accordance with the Field Sampling Plan (FSP). The following types of sampling shall be required:
  - Field screening
  - Ground water sampling
  - Surface and subsurface soil sampling
  - Surface water and sediment sampling
  - Air monitoring and sampling
  - Biota sampling
  - Other types of media sampling and screening
- Developing data quality objectives (DQO) for each sampling event; these DQOs shall be the determinative factor for assessing the success or failure of the sampling.
- Requesting, obtaining, and performing oversight of analytical services in compliance with EPA requirements.
- Coordinating with the EPA Sample Management Office (SMO), the Regional Sample Control Coordinator (RSCC), and/or the Environmental Services Division (ESD) regarding analytical support, data validation, and quality assurance issues.
- Implementing the EPA-approved laboratory quality assurance program that provides oversight of in-house and subcontracted laboratories through periodic performance evaluation sample analyses and/or on-site audits of operations and has a system of corrective actions.
- Providing sample management including chain of custody procedures, information management, sample retention, and 10-year data storage.
- Performing data validation, the process by which the quality of the data, the defensibility of the data, and the chain of custody are verified. Performing data validation in accordance with Regional guidelines.
- Reviewing data for usability for its intended purpose.
- Providing reports on data validation and usability.

#### CLEANUP VALIDATION (CV)

WBS: 7

Provide quality assurance monitoring and documentation that the work being done at the site is in accordance with the design and all subcontract(s) documents (drawings, specifications and plans). These tasks include, but are not limited to, the following:

- Sampling - Perform confirmatory sampling and analysis to include sample collection, shipping, analysis, and validation costs.
- Preparing Cleanup Status Report - Development of a report at the request of the TOM/COR that describes the progress of the RA based upon sampling and analytical results.

#### RA IMPLEMENTATION (SUBPOOL ACTIVITIES) (AI)

WBS: 8

Manage and oversee the RA elements implemented by subcontractor(s) at the site in accordance with the O&M plan, the design, and all subcontract(s) documents (drawings, specifications and plans). Typical activities include, but are not limited to, the following:

- Site-specific preparation: Securing the site and establishing an operations area, including laying out of clean zone, waste/stage handling areas, and decontamination areas if required
- Implementation of the RA in accordance with the O&M plan, the design, and the subcontract plans and specifications.
- Site-specific RA reserve. (change orders) (reserve usually 15% of estimated subcontract cost depending on nature of job) [NOTE: This subtask is for costs only - no hours should be reflected under this subtask, only dollars.]

#### REUSE PLANNING (RV)

WBS: 9

Assist in the review and evaluation of reuse plans and redevelopment plans submitted to ensure long-term protectiveness of the RA and remedy.

#### PROJECT PERFORMANCE (PJ)

WBS: 10

Perform all activities necessary to ensure the RA implemented at the site is in accordance with the design and O&M plan and all subcontractor documents. Typical activities include, but are not limited to, the following:

- Conducting pre start-up check out
  - Reviewing O&M manual.
  - Describing and analyzing potential operating problems.
  - Supporting training operation and maintenance of O&M staff, including State personnel.
  - Advising on conformity to applicable performance and operations requirements.
  - Determining cause of failure and developing corrective action report.
  - Reviewing record development, laboratory procedures, process system, safety and emergency systems, and warranty files.
- Evaluating equipment system performance, witness performance tests, gathering and testing samples.
- For the one-year operational and functional period, operating and providing appropriate upkeep and maintenance of installed response action construction items including the facilities, equipment, and appropriate engineered controls such as fencing for the site in accordance with the O&M Manual and Sampling and Analysis Plan (SAP).
- Operating and providing appropriate upkeep and maintenance of installed response action construction items including the facilities, equipment, and appropriate engineered controls such as fencing for the site in accordance with the O&M Manual and Sampling and Analysis Plan (SAP) for a time period as specified in the task order.

- Updating the O&M Manual, as appropriate.
- Conducting trend analyses and optimization studies to improve system efficiency and reduce operation cost of RA.

## **RA Completion**

### **PROJECT COMPLETION AND CLOSEOUT (PC)**

WBS: 11

Ascertain project completion and closeout of the subcontract(s) associated with the RA at the site. These tasks include but are not limited to, the following:

- Demobilization of subcontractors.
- Pre-final/Final Activities - Consolidation of project needs, pre-final/final inspection and certification, direct final project demobilization and make lockout inspection.
- Final Payment/Punch List - Resolution/certification that project is complete according to plans and specifications. May involve trial periods, shakedown, test or trial runs/burns.
- Submission of as-built drawings.
- Updating the O&M Manual.
- Training for State and/or contractor employees who will conduct further O&M as required.
- Assisting in transfer of project to the State upon the determination that the project is Operational and Functional (O&F).
- Preparing Remedial Action Report in accordance with Closeout Procedures for National Priorities List Sites OSWER Directive 9320.2-09A-P, January 2000.

### **TASK ORDER CLOSEOUT (CO)**

WBS: 12

Perform the necessary activities to close out the task order in accordance with contract requirements. Typical activities include but are not limited to, the following:

- Packaging and returning documents to the government.
- Duplicating/distribution/storage of files.
- Archiving files in accordance with Federal Record Center requirements.
- Preparing microfiche/microfilm/optical disk or other EPA-approved data storage technology.
- Preparing the closeout report in accordance with Regional guidance or other procedures as specified in the task order. If the final hours/budget is greater than +/- 10% of the original approved work plan/task order hours/budget, the TOCR must describe the circumstances that explain why this occurred.

**Attachment 1 - Summary of Major Submittals for the Remedial Action at  
Smalley-Piper Site**

<b>DELIVERABLE</b>	<b>NO. OF COPIES</b>	<b>DUE DATE (calendar days)</b>	<b>EPA REVIEW PERIOD</b>
Monthly Progress Reports	3	Monthly and as required in the contract	NA
Remedial Action Work Plan	3	14 days after initiation of task order (WA)	21 days after receipt of work plan
Public Meeting Support Materials	TBD	One week prior to scheduled meeting	NA
Site Management Plan (SMP)	3	14 days after approval of RA work plan	14 days after receipt of plan
Health and Safety Plan (HASP)	3	14 days after approval of RA work plan	14 days after receipt of plan
Sampling and Analysis Plan (SAP)	3	14 days after approval of RA work plan	14 days after receipt of plan
Quality Assurance Project Plan (QAPP)	3	14 days after approval of RA work plan	14 days after receipt of plan
Construction Management Plan (CMP)	3	14 days after approval of RA work plan	14 days after receipt of plan
Subcontract Consent Request	3	14 days after receipt of bids (offers)	10 days after receipt of subcontractor consent request
Field Documentation	1	TBD	NA
Data Evaluation/ Cleanup Status Report	3	Quarterly as specified by the COR	NA
Technical Memorandum	3	30 days before final inspection	21 days after receipt of report
Inspection Report	3	21 days after final inspection	NA
As-Built Resolution/ Certification	3	30 days after final inspection	NA
Remedial Action Report	3	30 days after final inspection	21 days after receipt of report
Closeout Report	3	30 days after final RA report submitted	21 days after receipt of report
Final Costs	3	90 days after TASK ORDER CLOSEOUT	NA

## **Attachment 2 - Work Breakdown Structure for Remedial Action**

### **Task 1 Project Planning and Support**

(PP)

- 1.1 Project planning.
  - 1.1.1 Attend scoping meeting.
  - 1.1.2 Conduct site visit.
  - 1.1.3 Develop Work Plan and cost estimate
  - 1.1.4 Negotiate Work Plan and Cost Estimate.
  - 1.1.5 Provide conflict of interest disclosure.
  - 1.1.6 Prepare Health and Safety Plan (HASP) (Prime Contractor).
- 1.2 Prepare, review, and revise the site-specific plans required to implement the RA at the site.
  - 1.2.1 Site Management Plan.
  - 1.2.2 Sampling and Analysis Plan (SAP).
  - 1.2.3 Field Sampling Plan (FSP).
  - 1.2.4 Quality Assurance Project Plan (QAPP).
  - 1.2.5 Contingency Plan.
  - 1.2.6 Health and Safety Plan (HASP) (incorporating subcontractor's Health and Safety Plan/s).
- 1.4 Project management.
  - 1.4.1 Monitor costs and prepare periodic status reports.
  - 1.4.2 Participate in meetings/communicate routinely/prepare meeting notes.
  - 1.4.3 Manage, track, and report status of site-specific equipment.
  - 1.4.4 Accommodate any external audit or review mechanism that EPA shall require.
  - 1.4.5 Evaluate existing data, including usability, when directed by EPA.
  - 1.4.6 Coordinate with local and emergency response teams.
  - 1.4.7 Review background documents as directed by EPA.
  - 1.4.8 Attend EPA-held training.

### **Task 2 Community Involvement**

(CR)

- 2.1 Conduct community interviews.
- 2.2 Prepare Community Involvement Plan (CIP).
- 2.3 Provide public meeting and/or open house support.
- 2.4 Prepare fact sheets, notices and other informational documents.
- 2.5 Provide support for proposed plan.
- 2.6 Provide public hearing support.
- 2.7 Publish public notices in local newspapers serving the site community.
- 2.8 Maintain public information repositories.
- 2.9 Develop and update site mailing list.
- 2.10 Provide administrative and technical support for Responsiveness Summary.
- 2.11 Prepare presentation materials.
- 2.12 Implementation of other Community Involvement activities as identified by the site-specific Community Involvement Plan or EPA.
- 2.13 Provide technical support to review Community Involvement deliverables and participate in public meetings.

### **Task 3 Procurement of Subcontract(s)**

(PB)

- 3.1 Prebid (pre-solicitation) activities.
  - 3.1.1 Duplicate and distribute contract documents.
  - 3.1.2 Advertise/solicit bids.
  - 3.1.3 Issue addenda.
  - 3.1.4 Hold pre-bid meetings.
  - 3.1.5 Resolve (offeror) inquiries.
  - 3.1.6 Hold on-site visits.



- 3.1.7 Compile contract documents.
- 3.1.8 Readvertise/resolicit bids, if necessary.
- 3.2 Preaward/Award activities.
  - 3.2.1 Receive bids (offers).
  - 3.2.2 Determine responsive, responsible bidders (offerors).
  - 3.2.3 Tabulate and analyze bid (offer).
  - 3.2.4 Receive follow-up items from lowest responsible bidder/s (offeror/s).
  - 3.2.5 Review Equal Employment Opportunities (EEO), Minority Business Entrepreneurs (MBE) Requirements, Small Disadvantaged Business (SDB) Subcontracting Plans.
  - 3.2.6 Perform reference checks.
  - 3.2.7 Request consent from EPA.
  - 3.2.8 Award subcontract.
  - 3.2.9 Issue notice of award.
- 3.3 Post award activities.
  - 3.3.1 Attend post award meetings/preconstruction conference.
  - 3.3.2 Review permits, insurance, bonds, certificates, and documentation required by the specifications.
  - 3.3.3 Review and approve RA subcontractor's measurement and payment schedule.
  - 3.3.4 Establish guidelines for payment of items delivered but not yet installed.
  - 3.3.5 Review subcontractor activity schedule.
- 3.4 Submittal review/notice to proceed.
  - 3.4.1 Establish procedures for review of submittals.
  - 3.4.2 Review subcontractor submittals.
  - 3.4.3 Issue Notice To Proceed.
- 3.5 Review revisions/addendum to subcontractor submittals (optional).

#### **Task 4 Management Support**

**(MS)**

- 4.1 Financial management.
  - 4.1.1 Review and approve invoices, subcontract modifications, and Task order amendments to include direct cost of change orders/financial tracking.
  - 4.1.2 Maintain a code of accounts and/or WBS for cost/schedule reporting purposes.
- 4.2 Cost monitoring.
  - 4.2.1 Weekly and monthly tracking.
  - 4.2.2 Analyze progress payments and make recommendations including retaining and deviation from projected rates of expenditure.
  - 4.2.3 Monitor subcontractor compliance with Davis-Bacon Act and related requirements.
- 4.3 Engineering support.
  - 4.3.1 Review field logs, etc.
  - 4.3.2 Attend biweekly/weekly/monthly meetings.
  - 4.3.3 Provide supplemental engineering support for field change requests.
  - 4.3.4 Evaluate value engineering change and system optimization proposals.
  - 4.3.5 Evaluate non-conformance reports issued by resident engineer.
  - 4.3.6 Implement re-design activities.

#### **Task 5 Detailed Resident Inspection (Resident Engineer)**

**(RI)**

- 5.1 Conduct/attend progress meetings.
- 5.2 Maintain field logs and daily diaries.
  - 5.2.1 Provide advice on what is intended by subcontract documents.
  - 5.2.2 Prepare sketches to reflect field conditions.
  - 5.2.3 Check drawings submitted by subcontractors for compliance with O&M plan and design concept.
  - 5.2.4 Prepare reports on inspections.
  - 5.2.5 Make final inspection and prepare report.
  - 5.2.6 Monitor, update, and report progress.
  - 5.2.7 Review and recommend time extensions.
  - 5.2.8 Coordinate with home office/management support.

- 5.2.9 Conduct regular Davis-Bacon Act interviews on site. (The TOM/COR shall be informed regarding scheduling of such interviews so that he/she can be present on site.)
- 5.3 Review and recommend action on value engineering change and/or system optimization proposals.
  - 5.3.1 Review and make recommendations for changes.
  - 5.3.2 Provide advice on need and cost of proposed change orders.
  - 5.3.3 Provide assistance in prevention and resolution of subcontractor claims.
  - 5.3.4 Recommend approval or rejection of construction schedules.
- 5.4 Perform field testing.
- 5.5 Recommend action on health and safety considerations (e.g. site safety plan).
- 5.6 Monitor quality control procedures.

**Task 6 Analytical Support and Data Validation**

(AN)

- 6.1 Collect, prepare, and ship environmental samples in accordance with the Field Sampling Plan (FSP).
  - 6.1.1 Field screening.
  - 6.1.2 Ground water sampling.
  - 6.1.3 Surface and subsurface soil sampling.
  - 6.1.4 Surface water and sediment sampling.
  - 6.1.5 Air monitoring and sampling.
  - 6.1.6 Biota sampling.
  - 6.1.7 Other types of media sampling and screening.
- 6.2 Develop performance or acceptance criteria (such as data quality objectives (DQO)) for each sampling event; these criteria shall be the determinative factor for assessing the success or failure of the sampling.
- 6.3 Request, obtain, and perform oversight of analytical services in compliance with EPA requirements.
- 6.4 Coordinate with the EPA Sample Management Office (SMO), the Regional Sample Control Coordinator (RSCC), and/or the Environmental Services Division (ESD) regarding analytical support, data validation, and quality assurance issues.
- 6.5 Implement the EPA-approved laboratory quality assurance program that provides oversight of in-house and subcontracted laboratories through periodic performance evaluation sample analyses and/or on-site audits of operations and has a system of corrective actions.
- 6.6 Provide sample management including chain of custody procedures, information management, sample retention, and 10-year data storage.
- 6.7 Perform data validation, the process by which the quality of the data, the defensibility of the data, and the chain of custody are verified. Perform data validation in accordance with Regional guidelines.
- 6.8 Review data for usability for its intended purpose.
- 6.9 Provide reports on data validation and usability.

**Task 7 Cleanup Validation**

(CV)

- 7.1 Perform confirmatory sampling and analysis.
- 7.2 Develop Implementation Status Report.

**Task 8 RA Implementation (Subpool Activities)**

(AI)

- 8.1 Site-specific preparation.
- 8.2 Implementation of the RA.
- 8.3 Site-specific RA reserve (change orders) [NOTE: For cost estimating purposes there should be no direct costs under this subtask - no hours should be reflected under this task, only dollars.]

**Task 9 Reuse Planning**

(RV)

- 9.1 Provide technical support in review and evaluation of reuse plans and redevelopment plans submitted to ensure long-term protectiveness of the remedy.

**Task 10 Project Performance**

(PJ)

- 10.1 Conduct pre-startup check out.
  - 10.1.1 Review O&M manual.
  - 10.1.2 Describe and analyze potential operating problems.
  - 10.1.3 Support training operation and maintenance of O&M staff, including State personnel.

- 10.1.4 Advise on conformity to applicable performance and operations requirements.
- 10.1.5 Determine cause of failure and develop corrective action report.
- 10.1.6 Review record development, laboratory procedures, process system, safety and emergency systems, and warranty files.
- 10.2 Evaluate equipment system performance, witnessing performance tests, gathering and testing samples.
- 10.3 For the one-year operational and functional period, operate and provide appropriate upkeep and maintenance of installed response action construction items.
- 10.4 Update the O&M Manual, as appropriate.
- 10.5 Conduct trend analyses and optimization studies.

**Task 11 Project Completion and Closeout**

**(PC)**

- 11.1 Demobilization of subcontractors.
- 11.2 Conduct re-final/final activities.
- 11.3 Consolidate project needs, pre-final/final inspection and certification, direct final project demobilization and make lockout inspection.
- 11.4 Review final payment/punch list.
- 11.5 Resolution/certification that project is complete according to plans and specifications.
- 11.6 Submission of as-built drawings.
- 11.7 Update O&M Manual.
- 11.8 Training for state and/or contractor employees who will conduct further O&M as required.
- 11.9 Assist in transfer of project to the state upon the determination that the project is Operational and Functional (O&F).
- 11.10 Prepare Remedial Action Report.

**Task 12 TASK ORDER CLOSEOUT**

**(CO)**

- 12.1 Package and return documents to the government.
- 12.2 Duplicate, distribute, and store files.
- 12.3 Archive files in accordance with Federal Record Center requirements.
- 12.4 Produce microfiche/microfilm/optical disk or other EPA-approved storage format.
- 12.5 Prepare the TASK ORDER CLOSEOUT Report (TOCR).

### Attachment 3 - Regulations and Guidance Documents

Although not comprehensive, the following list comprises many of the regulations and guidance documents that apply to the RD process:

1. *CERCLA Compliance with Other Laws Manual*, Two Volumes, U.S. EPA, Office of Emergency and Remedial Response, OSWER Directive No. 9234.1-01 and -02, August 1988 (DRAFT).
2. *Community Relations in Superfund — A Handbook*, U.S. EPA, Office of Emergency and Remedial Response, OSWER Directive No. 9230.0-3C, January 1992.
3. *The Data Quality Objectives for Process of Superfund: Interim Final Guidance*, U.S. EPA, Office of Emergency and Remedial Response and Office of Waste Programs Enforcement, EPA/540/R-93/071, September 1993.
4. *Guidance on Expediting Remedial Design and Remedial Actions*, EPA/540/G-90/006, August 1990.
5. *Guidance on Remedial Actions for Contaminated Ground Water at Superfund Sites*, U.S. EPA Office of Emergency and Remedial Response (DRAFT), OSWER Directive No. 9283.1-2.
6. *Guide to Management of Investigation-Derived Wastes*, U.S. EPA, Office of Solid Waste and Emergency Response, Publication 9345.3-03FS, January 1992.
7. *Interim Guidance on Compliance with Applicable of Relevant and Appropriate Requirements*, U.S. EPA, Office of Emergency and Remedial Response, OSWER Directive No. 9234.0-05, July 9 1987.
8. *National Oil and Hazardous Substances Pollution Contingency Plan*; Final Rule, Federal Register 40 CFR Part 300, March 8, 1990.
9. *Permits and Permit Equivalency Processes for CERCLA On-site Response Actions*, OSWER Directive 9355.7-03, February 19, 1992.
10. *Procedures for Completion and Deletion of NPL Sites*, U.S. EPA, Office of Emergency and Remedial Response, OSWER Directive No. 9320.2-3A, April 1989.
11. *Quality in the Constructed Project: A Guideline for Owners, Designers and Constructors*, Volume I, Preliminary Edition for Trial Use and Comment, American Society of Civil Engineers, May 1988.
12. *Remedial Design/Remedial Action (RD/RA) Handbook*, U.S. EPA, Office of Solid Waste and Emergency Response (OSWER) 9355.0-04B, EPA 540/R-95/059, June 1995.
13. *Scoping the Remedial Design* (Fact Sheet), OSWER Publ. 9355-5-21 FS, February 1995.
14. *Standards for the Construction Industry*, Code of Federal Regulations, Title 29, Part 1926, Occupational Health and Safety Administration.
15. *Standards for General Industry*, Code of Federal Regulations, Title 29, Part 1910, Occupational Health and Safety Administration.
16. *Superfund Guidance on EPA Oversight of Remedial Designs and Remedial Actions Performed by Potentially Responsible Parties*, EPA/540/G-90/001, April 1990.
17. *Superfund Response Action Contracts* (Fact Sheet), OSWER Publ. 9242.2-08FS, May 1993.
18. *Treatability Studies Under CERCLA*, Final. U.S. EPA, Office of Solid Waste and Emergency Response, EPA/540/R-92/071a, October 1992.
19. *Value Engineering* (Fact Sheet), U.S. EPA, Office of Solid Waste and Emergency Response, Publication 9355.5-03FS, May 1990.

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See the following guidance documents for more information on performance-based contracting:

20. *A Guide to Best Practices for Performance-Based Service Contracting*, Office of Federal Procurement Policy, April 1996.
21. *A Guide to Best Practices for Performance-Based Service Contracting*, Final Edition, Office of Federal Procurement Policy, October 1998.
22. *Performance-Based Contracting* (Fact Sheet), U.S. EPA, Office of Emergency and Remedial Response, Draft February 1999.
23. Policy Letter 91-2, To The Heads of Executive Agencies and Departments, April 9, 1991.

## Attachment 4 - Transmittal of Documents for Acceptance by EPA

[illegible]

## Attachment 5 - Transmittal Register

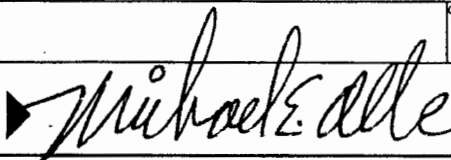
[illegible]

# ORDER FOR SUPPLIES OR SERVICES

PAGE OF PAGES

1 2

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

1. DATE OF ORDER 08/30/2011		2. CONTRACT NO. (If any) EP-S4-09-02		6. SHIP TO:				
3. ORDER NO. 0060		4. REQUISITION/REFERENCE NO. PR-R4-11-00727		a. NAME OF CONSIGNEE Region 4				
5. ISSUING OFFICE (Address correspondence to) Region 4 US Environmental Protection Agency Atlanta Federal Center 61 Forsyth Street, SW Atlanta GA 30303-3104				b. STREET ADDRESS US Environmental Protection Agency Atlanta Federal Center 61 Forsyth Street, SW				
				c. CITY Atlanta		d. STATE GA	e. ZIP CODE 30303-3104	
7. TO: NA				f. SHIP VIA				
a. NAME OF CONTRACTOR BLACK & VEATCH SPECIAL PROJECTS CORP				8. TYPE OF ORDER				
b. COMPANY NAME				<input type="checkbox"/> a. PURCHASE REFERENCE YOUR:		<input checked="" type="checkbox"/> b. DELIVERY		
c. STREET ADDRESS 6601 COLLEGE BOULEVARD				Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet, if any, including delivery as indicated.		Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.		
d. CITY Overland Park								
e. STATE KS				f. ZIP CODE 66211				
9. ACCOUNTING AND APPROPRIATION DATA See Schedule				10. REQUISITIONING OFFICE Reconstruct Originating Office				
11. BUSINESS CLASSIFICATION (Check appropriate box(es))				12. F.O.B. POINT Destination				
<input type="checkbox"/> a. SMALL <input type="checkbox"/> d. WOMEN-OWNED <input checked="" type="checkbox"/> b. OTHER THAN SMALL <input type="checkbox"/> e. HUBZone <input type="checkbox"/> c. DISADVANTAGED <input type="checkbox"/> f. EMERGING SMALL BUSINESS <input type="checkbox"/> g. SERVICE-DISABLED VETERAN-OWNED								
13. PLACE OF		14. GOVERNMENT B/L NO.		15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date)		16. DISCOUNT TERMS		
a. INSPECTION Destination		b. ACCEPTANCE Destination						
17. SCHEDULE (See reverse for Rejections)								
ITEM NO. (a)	SUPPLIES OR SERVICES (b)			QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	DUNS Number: 603168931 Alaric Groundwater Site (060-RDRD-A4E3) TOPO: CSWAN Max Expire Date: 03/31/2012  Continued ...							
18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.				17(h) TOTAL (Cont pages)
21. MAIL INVOICE TO:								
a. NAME RTP Finance Center						\$0.00		
b. STREET ADDRESS (or P.O. Box) US Environmental Protection Agency RTP-Finance Center Mail Drop D143-02 109 TW Alexander Drive								17(i) GRAND TOTAL
c. CITY Durham				d. STATE NC	e. ZIP CODE 27711	\$20,000.00		
22. UNITED STATES OF AMERICA BY (Signature) 				23. NAME (Typed) Michael E. Allen TITLE: CONTRACTING/ORDERING OFFICER				

AUTHORIZED FOR LOCAL REPRODUCTION  
PREVIOUS EDITION NOT USABLE

OPTIONAL FORM 347 (Rev. 4/2006)  
Prescribed by GSA/FAR 48 CFR 53.213(e)

**ORDER FOR SUPPLIES OR SERVICES  
SCHEDULE - CONTINUATION**

PAGE NO

2

**IMPORTANT:** Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER

CONTRACT NO.

ORDER NO.

08/30/2011

EP-S4-09-02

0060

ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
0001	<p>Admin Office: Region 4 US Environmental Protection Agency Atlanta Federal Center 61 Forsyth Street, SW Atlanta GA 30303-3104</p> <p>Accounting Info: 11-T-4AD0P-302DD2C-2505-A4E3RD01-C005-114ADT 1078-001 BFY: 11 Fund: T Budget Org: 4AD0P Program (PRC): 302DD2C Budget (BOC): 2505 Job #: A4E3RD01 Cost: C005 DCN - Line ID: 114ADT1078-001 Period of Performance: 08/30/2011 to 03/31/2012</p> <p>Contract for BASE Period</p> <p>Contract Ceiling for BASE Period</p> <p>The obligated amount of award: \$20,000.00. The total for this award is shown in box 17(i).</p>					

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$0.00

AUTHORIZED FOR LOCAL REPRODUCTION  
PREVIOUS EDITION NOT USABLE

OPTIONAL FORM 348 (Rev. 4/2000)

Prescribed by GSA FAR (48 CFR) 53.213(f)



## **TASK ORDER PROVISIONS**

**Contract: EP-S4-09-02, Task Order Number: 0060**

### **Background**

This action initiates a new Remedial Design (RD) task order for the Alaric Groundwater Site, Hillsborough County, Florida (060-RDRD-A4E3) in accordance with the attached statement of work and the terms and conditions of Clause G.8., Ordering Methods, of the basic contract.

### **Task Order Funding Ceiling**

An initial task order funding ceiling of \$20,000.00 is hereby established for a site visit, scoping meeting, review of existing information and development of the RD task order work plan under Task 1 (Project Planning). The contractor shall acknowledge receipt of this task order within five (5) calendar days and shall prepare and forward to the Contracting Officer within twenty (20) business days, a written task order work plan proposal.

### **Task Order Incremental Funding**

The amount of task order funding currently available for Task 1 (Project Planning) is \$20,000.00. The contractor shall not make expenditures or incur obligations under this task order in excess of the ceiling price of \$20,000.00, except at the contractor's own risk.

When the contractor has reason to believe that the costs for this task order, which will accrue in the next thirty (30) days, will bring the total cost of this task order over seventy five (75) percent of the available funding specified in the task order, the contractor shall notify the Contracting Officer. Additional funding as needed shall be provided incrementally through a task order modification to fund the contractor's task order proposal.

### **EPA Contacts:**

#### **Contract Level COR**

Charles Swan  
(404) 562-8848

#### **Task Order COR**

James Hou  
(404) 562-8965

#### **Contract Specialist**

Mark Benson  
(404) 562-8324

#### **Contracting Officer**

Michael E. Allen  
(404) 562-8393

# **RAC II MODEL STATEMENT OF WORK FOR REMEDIAL DESIGN**

## **Alaric Groundwater Site, Hillsborough County, Florida**

08/30/2011

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**RAC II MODEL PERFORMANCE-BASED CONTRACTING  
STATEMENT OF WORK FOR  
REMEDIAL DESIGN  
A Hillsborough County, Florida  
August 17, 2011**

**Contract No: EP-S4-09-02  
Task Order No:060-RDRD-A4E3**

**Introduction**

**PURPOSE**

The purpose of this task order is to prepare a remedial design (RD) of the selected remedy as defined in the amendment to the interim record of decision (AROD) issued on September 9, 2010. The AROD, issued on September 9, 2010, defines the selected remedy. This statement of work (SOW) sets forth the framework and requirements for conducting the RD activities at the Alaric Groundwater Site. The RD is generally defined as those activities to be undertaken by the contractor to develop the final plans and specifications, general provisions, and special requirements necessary to translate the ROD into the remedy to be constructed under the remedial action (RA) phase. The RA is generally defined as the implementation phase of site remediation or construction of the remedy, including necessary operation and maintenance, performance monitoring, and special requirements. The RA is based on the RD to achieve the remediation goals specified in the ROD. The goal for completion of this task order is March 31, 2012.

**SITE DESCRIPTION**

The Alaric Site is located in the Orient Park area of Tampa, Hillsborough County, Florida. The Site address is 2110 N. 71st Street, Tampa, Florida. The property is approximately 1.7 acres in size and is located in an urban area with mixed commercial and residential properties. The Alaric Site has been occupied by several businesses since the early 1970s. Operations of one of the tenants, Concrete Equipment Supply (CES) are believed to have caused the release of significant quantities of degreasers, including perchloroethylene (PCE) and trichloroethylene (TCE). Parts cleaning reportedly were conducted on the southern and western sides of the building. Although no records were found showing that CES used PCE- or TCE-containing degreasing agents, samples collected from the property indicated the presence of two source areas with high concentrations of PCE and TCE in the soil. Initial groundwater monitoring in the late-1990s by the Florida Department of Environmental Protection (FDEP) documented a plume of groundwater contamination several acres in size. The plume also appeared to have migrated onto an adjacent property, the Helena Chemical Superfund Site, where releases of pesticides, benzene, toluene, ethyl benzene and xylene, as well as sulfur have contaminated the soil and groundwater. Due to the apparent co-mingling of plumes, the problems associated with the Alaric Site were referred to EPA by the FDEP.

The major components of the selected remedy include the following:

- Demolition of the existing septic tank and drain field
- Relocation of the septic tank and drain field to an alternate location on the property
- Limited tree removal and mitigation
- Fence removal
- Installation of approximately 36 thermal heating wells to a depth of 35 ft. bls, assuming a 15 ft-well spacing
- Installation of approximately 520 ft of horizontal SVE laterals at 2 ft. bls,
- Installation of aboveground vapor phase treatment system: vacuum blower, heat exchanger, carbon absorption unit
- Modification of existing Pump and Treat (P&T) system with the installation of water/Non-Aqueous Phase Liquid (NAPL) phase treatment system NAPL/water separator, NAPL tank, potential air phase carbon treatment, and discharge to existing infiltration gallery
- Installation of power trailer and control trailer

- Implement ISTR for an estimated 280-day-treatment period
- Real-time performance monitoring of thermal enhancement with downhole thermocouples
- Performance Monitoring of multiphase influent and treated effluents
- Restoration of fencing and surface features
- Long-term performance monitoring
- Continue Institutional Controls (ICs) to prevent groundwater usage within plume until MCLs are met
- Monitoring for a period of three years to assess the impact, and to determine if further action is warranted

## GENERAL REQUIREMENTS

This is a task order that requires the contractor to complete the RD that supports the successful construction of a remedy that meets the objectives and performance criteria specified in the AROD issued on September 9, 2010.. Conduct the RD in accordance with this SOW and consistently with the AROD issued on September 9, 2010, the *Remedial Design/Remedial Action (RD/RA) Handbook* (U.S. EPA Office of Solid Waste and Emergency Response (OSWER), 9355.0-04B, EPA 540/R-95/059, June 1995), and all other guidance used by EPA in conducting an RD (Attachment 3). Furnish all necessary and appropriate personnel, materials, and services needed for, or incidental to, performing and completing the remedial design in accordance SOW requirements.

This SOW and accompanying work breakdown structure (WBS) (Attachment 2) is provided as a format for the contractor to structure its proposed approach and cost estimate. Use the WBS in cost estimate preparation, and technical and cost tracking and reporting under this task order.

In conducting the task order, EPA expects the contractor to propose and implement the most appropriate and cost-effective procedures and methodologies using accepted engineering practices and controls. Throughout the performance of this task order, EPA expects the contractor to be responsible for performing services and providing products at the lowest reasonable cost. If the contractor fails to meet the requirements within the negotiated costs, the government may elect to provide the contractor with additional funds to complete the task order without providing any additional fee. If there are changes to the SOW by the government, the government will issue a formal amendment to the SOW and negotiate the cost of the amendment with the contractor to form a new cost estimate.

A summary of the potential major deliverables and proposed schedule for submittals is in Attachment 1. This summary and schedule can be used as the basis for the contractor's proposed deliverables and schedules included in the work plan. Submit the major deliverables using the Transmittal of Documents for Acceptance by EPA Form. (Attachment 4). The EPA Task Order Manager (TOM)/Contracting Officer Representative (COR) will track deliverables submitted by the contractor using the Transmittal Register (Attachment 5).

Communicate at least weekly with the contracting officer representative (COR) or remedial project manager (RPM), either in face-to-face meetings or through conference calls. Document all decisions that are made in meetings and conversations with EPA. This documentation should be submitted to the COR within five working days of the meeting or conversation.

EPA will provide oversight of contractor activities throughout the RD. EPA review and approval of deliverables is a tool to assist this process and to satisfy, in part, EPA's responsibility to provide effective protection of public health, welfare, and the environment. EPA will review deliverables to assess the likelihood that the RD will achieve its remediation goals and that its performance and operations requirements have been correctly identified. Acceptance of plans and specifications by EPA does not relieve the contractor from responsibility for the adequacy of the design or its professional responsibilities.

## RECORD KEEPING REQUIREMENTS

Maintain all technical and financial records for the RD in accordance with the contract. At the completion of the task order, submit an official record of the RD in both compact disk and a hardcopy to the TOM/COR. Provide the deliverables using electronic media.

## US EPA PRIMARY CONTACT

The primary contact for this task order is James Hou. He can be reached at (404) 562-8965, via facsimile at (404) 562-8084, or via e-mail at [hou.james@epa.gov](mailto:hou.james@epa.gov). His mailing address is US EPA Region IV, 61 Forsyth Street, Atlanta, GA 30303. The secondary contact is Derek Matoy. He can be reached at (404) 562-8800 or via telefax at (404) 562-8084 or via the Internet at [matoy.derek@epamail.epa.gov](mailto:matoy.derek@epamail.epa.gov). His mailing address is US EPA Region IV, 61 Forsyth Street, Atlanta, GA 30303

## TASK ORDER COMPLETION DATE AND PROJECT CLOSEOUT

The goal is to complete this task order by March, 31, 2012. At the completion of the task order, perform all necessary project closeout activities as specified in the contract. These activities include closing out any subcontracts, indexing and consolidating project records and files as required above, and providing a technical and financial closeout report to EPA.

## RD Work Planning

### WORK PLAN

WBS: 1.1

Prepare and submit a RD work plan that includes a detailed description of implementation activities, performance monitoring, and overall management strategy, including optimization, for the RD. Typical activities involved in preparing the work plan include, but are not limited to, the following:

- X Contacting the Task Order Manager (TOM)/Contracting Officer Representative (COR) within five calendar days after receipt of the task order to schedule the scoping meeting to be held at the U.S. EPA Region IV office in Atlanta, Georgia. Contact the TOM/COR to schedule this meeting at least five working days before the proposed meeting date.
- X Preparing and submitting a final RD work plan within 20 business days after the scoping meeting. The work plan shall include a detailed description of the technical approach for the RD activities in accordance with the Task Order. Specify the necessary procedures, inspections, deliverables, and schedules. Include a comprehensive implementation management schedule for completion of each major activity and submittal.
- X Preparing the estimated cost to complete task order, including subcontractor costs, for each element of the SOW; providing a breakdown of the cost by task and subtask levels, in accordance with the contract work breakdown structure (WBS). Ensuring design cost does not exceed the 6 percent design limitation cost of construction.
- X Negotiating and preparing a revised work plan, if the contractor fails to meet the Region's minimum standards. Note that EPA does not anticipate a need to re-negotiate with the contractor nor to require the contractor to revise the work plan. Contractor costs associated with the preparation of the revised work plan and cost estimate shall be paid by the government but shall not bear fee.
- X Providing conflict of interest disclosure.

### SITE-SPECIFIC PLANS

WBS: 1.2

Review all existing site-specific plans and prepare, update, and/or maintain plans, as necessary, for RD implementation. Incorporate the plans and procedures received from any subcontractor(s) into the overall site plans. Should the contractor fail to meet the required standards in accordance with the appropriate legal, regulatory, and EPA guidance, prepare revised site-specific plans. Typical plans include, but are not limited to, the following:

- X Site Management Plan.
- X Sampling and Analysis Plan (SAP) in accordance with 40 CFR 300.415(b)(4)(ii).

X Contingency Plan.

X Site-specific Health and Safety Plan (HSP) that specifies employee training, protective equipment, medical surveillance requirements, standard operating procedures, and a contingency plan in accordance with 29 CFR 1910.120(l)(1) and (l)(2). NOTE: The RI/FS HSP may be modified for use if appropriate.

## **Project Management and Reporting**

### **PROJECT MANAGEMENT**

WBS: 1.4

Perform activities required to effectively manage the task order. These activities typically include, but are not limited to, the following:

X Monitoring costs and progress.

X Preparing and submitting monthly progress reports that document monthly and cumulative cost, performance status, and technical progress.

X Preparing and submitting monthly invoices in accordance with the level of detail as specified in the contract.

X Managing, tracking, and reporting status of site-specific equipment.

X Participating in meetings and preparing and submitting meeting summaries.

X Reviewing background documents as directed by EPA.

### **PROJECT INITIATION**

WBS: 1.5

Perform project initiation and support that will lead to the design of a remedy that eliminates, reduces, or controls risks to human health and the environment. Typical activities include, but are not limited to, the following:

X Developing an EPA-approved laboratory quality assurance program that provides oversight of in-house and subcontracted laboratories through periodic performance evaluation sample analyses and/or on-site audits of operations and has a system of corrective actions to be used in cases where performance does not meet the standards of the program.

X Developing/reviewing qualifications of the laboratory for the given analytical requirements.

X Procuring, managing, and providing oversight of pool and team subcontracts for analytical services.

### **COMMUNITY INVOLVEMENT (CR)**

WBS: 2

Prepare and implement the Community Involvement Plan (CIP) for the site. Perform community involvement activities in support of EPA throughout the RD in accordance with the *National Oil and Hazardous Substances Pollution Contingency Plan* (NCP, 40 CFR Part 300) and the *Community Relations in Superfund - A Handbook*, (U.S. EPA, Office of Emergency and Remedial Response, OSWER Directive No. 9230.0-3C, January 1992). These tasks include, but are not limited to, the following:

X Preparing presentation materials.

## **Preliminary Design Package**

### **FIELD INVESTIGATION/DATA ACQUISITION (FI)**

**WBS: 3**

Acquire additional data to support remedial activities. The results of this effort as well as previous studies shall be used to define contaminant levels, other physical/chemical properties, and volume. Typical activities include, but are not limited to, the following:

- X Mobilization/demobilization.
- X Test boring and monitoring well installation and development.
- X Soil boring, drilling, and testing.
- X Physical/chemical testing (for treatment, handling or disposal).
- X Field generated waste characterization and disposal in accordance with local, State and Federal regulations

### **SAMPLE ANALYSIS (SN)**

**WBS: 4**

Analyze split samples taken to document and confirm PRP sampling results and performance. A variety of mechanisms may be used to implement this task including: field screening using mobile facilities or field portable equipment, the Contract Laboratory Program (CLP), laboratories procured under subpool or team subcontracts, the Regional Environmental Services Division (ESD), the Environmental Response Team (ERT) laboratory, or regionally procured laboratories.

### **ANALYTICAL SUPPORT AND DATA VALIDATION (AN)**

**WBS: 5**

Schedule, coordinate, track, and oversee sample analyses and validate analytical data. Typical activities include, but are not limited to, the following:

- X Collecting, preparing, and shipping environmental samples in accordance with the Field Sampling Plan (FSP). The following types of sampling shall be required:
  - Ground water sampling
  - Surface and subsurface soil sampling
- X Developing data quality objectives (DQO) for each sampling event; these DQOs shall be the determinative factor for assessing the success or failure of the sampling.
- X Requesting, obtaining, and performing oversight of analytical services in compliance with EPA requirements.
- X Coordinating with the EPA Sample Management Office (SMO), the Regional Sample Control Coordinator (RSCC), and/or the Environmental Services Division (ESD) regarding analytical support, data validation, and quality assurance issues.
- X Implementing the EPA-approved laboratory quality assurance program that provides oversight of in-house and subcontracted laboratories through periodic performance evaluation sample analyses and/or on-site audits of operations and has a system of corrective actions.
- X Providing sample management including chain of custody procedures, information management, sample retention, and 10-year data storage.
- X Performing data validation, the process by which the quality of the data, the defensibility of the data, and the chain of custody are verified. Performing data validation in accordance with Regional guidelines.
- X Reviewing data for usability for its intended purpose.

- X Providing reports on data validation and usability.

#### DATA EVALUATION (DE)

WBS: 6

Compile analytical and field data. Provide data in format that is compatible with Regional or National electronic data management network. Typical activities include, but are not limited to, the following:

- X Data usability evaluation and field quality assurance/quality control (QA/QC).
- X Data Reduction and Tabulation.
- X Data trend evaluation and/or modeling and submission of Technical Memorandum.

#### PRELIMINARY DESIGN (PD)

WBS: 8

Prepare the preliminary design. Typical components include, but are not limited to, the following:

- X Recommended project delivery strategy and scheduling, including project acceleration strategies.
- X Preliminary construction schedule.
- X Outline of General Specifications.
- X Preliminary drawings.
- X Design Criteria Report.
- X Basis of Design Report.
- X Preliminary RA and O&M cost estimates (+50 percent and -30 percent accuracy) prepared through the use of M-CACES Gold Cost Engineering System for Remedial Action.
- X Technical Support to EPA/State/U.S. Army Corps of Engineers (USACE) in Land Acquisition.
- X Results of Value Engineering (VE) screening.

#### **Pre-Final Design Package**

#### PRE-FINAL/FINAL DESIGN (FD)

WBS: 11

Prepare the Pre-final/Final Design. Typical components include, but are not limited to, the following:

- X Subcontract award document.
- X Pre-final/Final Design Specifications.
- X Pre-final/Final Drawings and Schematics.
- X Pre-final/Final Design Criteria Report.
- X Pre-final/Final Basis of Design Report.
- X Pre-final/Final Construction Quality Assurance Plan.



- X Draft O&M Manual.
- X Relevant Appendices.
- X Complete RA Solicitation Package.
- X Pre-final/Final Revised RA and O&M cost estimates (+15 percent and -5 percent accuracy) prepared through the use of M-CACES Gold Cost Engineering System for Remedial Action.
- X A pre-final/final design review/briefing for EPA.
- X Biddability (offerability), operability, constructability, claims prevention, and environmental compliance reviews.
- X Revised Project Delivery Strategy.
- X 100% design submittal, which shall include the final plans and specifications in reproducible format, final cost estimate, and a schedule of the overall Remedial Action.

### **Final Design Package**

#### **TASK ORDER CLOSEOUT (CO)**

WBS: 14

Perform the necessary activities to close out the task order in accordance with contract requirements. Typical activities include but are not limited to, the following:

- X Packaging and returning documents to the government.
- X Duplicating/distribution/storage of files.
- X Archiving files in accordance with Federal Record Center requirements.
- X Preparing microfiche/microfilm/optical disk or other EPA-approved data storage technology.
- X Preparing the closeout report in accordance with Regional guidance or other procedures as specified in the task order. If the final hours/budget is greater than +/- 10% of the original approved work plan/task order hours/budget, the TOCR must describe the circumstances that explain why this occurred.

**Attachment 1 - Summary of Major Submittals for the Remedial Design at the Alaric Groundwater Site**

<b>DELIVERABLE</b>	<b>NO. OF COPIES</b>	<b>DUE DATE (calendar days)</b>	<b>EPA REVIEW PERIOD</b>
Remedial Design Work Plan	3	20 business days after scoping meeting for final work plan	14 days after receipt
Site Management Plan (SMP)	3	14 days after approval of RD work plan	14 days after receipt
Quality Assurance Project Plan (QAPP)	3	14 days after TO initiation	14 days after receipt
Field Sampling Plan (FSP)	3	14 days after TO initiation	14 days after receipt
Health and Safety Plan (HASP)	3	14 days after TO initiation	14 days after receipt
Fact Sheets	3	As needed	14 days after receipt of fact sheet
Preliminary Design	3	TBD	21 days after receipt
Prefinal Design Package	3	TBD	21 days after receipt of plans & specs
Final Design Package	3	TBD	NA
Remedial Action Contract Documents	3	TBD	21 days after receipt of RA documents

## **Attachment 2 - Work Breakdown Structure (WBS) for Remedial Design (RD)**

- Task 1 Project Planning and Support (PP)**
- 1.1 Project planning.
    - 1.1.1 Attend scoping meeting.
    - 1.1.3 Develop Work Plan and cost estimate
    - 1.1.4 Negotiate Work Plan and Cost Estimate.
    - 1.1.5 Provide conflict of interest disclosure.
  - 1.2 Prepare, review, and revise the site-specific plans required to implement the RD at the site.
    - 1.2.1 Site Management Plan (SMP).
    - 1.2.2 Contingency Plan.
    - 1.2.3 Prepare a Sampling and Analysis Plan (SAP).
    - 1.2.4 Prepare a site-specific Health and Safety Plan (HSP) that specifies employee training, protective equipment, medical surveillance requirements, standard operating procedures, and a contingency plan in accordance with 29 CFR 1910.120(l)(1) and (l)(2). NOTE: The RI/FS HSP may be modified for use if appropriate.
  - 1.4 Project management.
    - 1.4.1 Monitor costs and prepare periodic status reports.
    - 1.4.2 Participate in meetings/communicate routinely/prepare meeting notes.
    - 1.4.3 Manage, track, and report status of site-specific equipment.
    - 1.4.6 Coordinate with local and emergency response teams.
  - 1.5 Project initiation and support.
    - 1.5.1 Develop an EPA-approved laboratory quality assurance program.
    - 1.5.2 Develop/review qualifications of the laboratory for the given analytical requirements.
    - 1.5.3 Procure, manage, and provide oversight of subcontracts for analytical services.
- Task 2 Community Involvement (CR)**
- 2.11 Prepare presentation materials.
- Task 3 Field Investigation/Data Acquisition (FI)**
- 3.2 Mobilization/demobilization.
  - 3.3 Test boring and monitoring well installation and development.
  - 3.4 Soil boring, drilling, and testing.
  - 3.6 Physical/chemical testing (for treatment, handling or disposal).
  - 3.7 Field-generated waste characterization and disposal in accordance with local, state and federal regulations.
- Task 5 Analytical Support and Data Validation (AN)**
- 5.1 Collect, prepare, and ship environmental samples in accordance with the Field Sampling Plan (FSP).
    - 5.1.2 Ground water sampling.
    - 5.1.3 Surface and subsurface soil sampling..
  - 5.2 Develop performance or acceptance criteria (such as data quality objectives (DQO)) for each sampling event; these criteria shall be the determinative factor for assessing the success or failure of the sampling.
  - 5.3 Request, obtain, and perform oversight of analytical services in compliance with EPA requirements.
  - 5.4 Coordinate with the EPA Sample Management Office (SMO), the Regional Sample Control Coordinator (RSCC), and/or the Environmental Services Division (ESD) regarding analytical support, data validation, and quality assurance issues.
  - 5.5 Implement the EPA-approved laboratory quality assurance program that provides oversight of in-house and subcontracted laboratories through periodic performance evaluation sample analyses and/or on-site audits of operations and has a system of corrective actions.
  - 5.6 Provide sample management including chain of custody procedures, information management, sample retention, and 10-year data storage.
  - 5.7 Perform data validation, the process by which the quality of the data, the defensibility of the data, and the chain of custody are verified. Perform data validation in accordance with Regional guidelines.
  - 5.8 Review data for usability for its intended purpose.
  - 5.9 Provide reports on data validation and usability.

**Task 6      Data Evaluation** **(DE)**

- 6.1 Combine analytical and field data, providing data in a format that is compatible with Regional or national electronic data management network.
  - 6.1.1 Data usability evaluation and field quality assurance/quality control (QA/QC).
  - 6.1.2 Data reduction and tabulation.

**Task 8      Preliminary Design** **(PD)**

- 8.1 Prepare preliminary design.
  - 8.1.1 Recommended project delivery strategy and scheduling, including project acceleration strategies.
  - 8.1.2 Preliminary construction schedule.
  - 8.1.3 Outline of General Specifications.
  - 8.1.4 Preliminary drawings.
  - 8.1.5 Design Criteria Report.
  - 8.1.6 Basis of design report.
  - 8.1.7 Preliminary RA and O&M cost estimates.
  - 8.1.8 Technical Support to EPA/State/USACE in Land Acquisition.
  - 8.1.9 Results of Value Engineering (VE) screening.
  - 8.1.10 Data trend evaluation and/or modeling and submission of Technical Memorandum.

**Task 11     Pre-Final/Final Design** **(FD)**

- 11.1 Subcontract award document.
- 11.2 Pre-final/final design specifications.
- 11.3 Pre-final/final drawings and schematics.
- 11.4 Pre-final/final Design Criteria Report.
- 11.5 Pre-final/final Basis of design report.
- 11.6 Pre-final/final Construction Quality Assurance Plan.
- 11.7 Draft O&M Manual.
- 11.8 Relevant Appendices.
- 11.9 Complete RA Solicitation Package.
- 11.10 Pre-final/final Revised RA and O&M cost estimates (+15 percent and -5 percent accuracy) prepared through the use of M-CACES Gold Cost Engineering System for Remedial Action.
- 11.11 A pre-final/final design review/briefing for EPA.
- 11.12 Biddability (offerability), operability, constructability, claims prevention, and environmental compliance reviews.
- 11.13 Revised Project Delivery Strategy.
- 11.14 100% design submittal.

**Task 14     Task Order Closeout** **(CO)**

- 14.1 Package and return documents to the government.
- 14.2 Duplicate, distribute, and store files.
- 14.3 Archive files in accordance with Federal Record Center requirements.
- 14.4 Produce microfiche/microfilm/optical disk or other EPA-approved storage format.
- 14.5 Prepare the Task order Closeout Report (TOCR).

### Attachment 3 - Regulations and Guidance Documents

The following list, although not comprehensive, consists of many of the regulations and guidance documents that apply to the RD process:

1. CERCLA Compliance with Other Laws Manual, Two Volumes, U.S. EPA, Office of Emergency and Remedial Response, August 1988 (DRAFT), OSWER Directive No. 9234.1-01 and -02.
2. Community Relations in Superfund - A Handbook, U.S. EPA, Office of Emergency and Remedial Response, January 1992, OSWER Directive No. 9230.0-3C.
3. The Data Quality Objectives Process for Superfund: Interim Final Guidance, U.S. EPA, EPA/540/R-93/071, September 1993.
4. Federal Acquisition Regulation, Washington, DC: U.S. Government Printing Office (revised periodically).
5. Guidance on Expediting Remedial Design and Remedial Actions, EPA/540/G-90/006, August 1990.
6. Guidance on Remedial Actions for Contaminated Ground Water at Superfund Sites, U.S. EPA Office of Emergency and Remedial Response (DRAFT), OSWER Directive No. 9283.1-2.
7. Guide to Management of Investigation-Derived Wastes, U.S. EPA, Office of Solid Waste and Emergency Response, Publication 9345.3-03FS, January 1992.
8. Interim Guidance on Compliance with Applicable of Relevant and Appropriate Requirements, U.S. EPA, Office of Emergency and Remedial Response, July 9, 1987, OSWER Directive No. 9234.0-05.
9. National Oil and Hazardous Substances Pollution Contingency Plan; Final Rule, Federal Register 40 CFR Part 300, March 8, 1990.
10. Permits and Permit Equivalency Processes for CERCLA On-Site Response Actions, February 19, 1992, OSWER Directive 9355.7-03.
11. Procedures for Completion and Deletion of NPL Sites, U.S. EPA, Office of Emergency and Remedial Response, April 1989, OSWER Directive No. 9320.2-3A.
12. Quality in the Constructed Project: A Guideline for Owners, Designers and Constructors, Volume 1, Preliminary Edition for Trial Use and Comment, American Society of Civil Engineers, May 1988.
13. *Remedial Design/Remedial Action (RD/RA) Handbook*, U.S. EPA, Office of Solid Waste and Emergency Response (OSWER), 9355.0-04B, EPA 540/R-95/059, June 1995.
14. Scoping the Remedial Design (Fact Sheet), February 1995, OSWER Publ. 9355-5-21 FS.
15. Standards for the Construction Industry, Code of Federal Regulations, Title 29, Part 1926, Occupational Health and Safety Administration.
16. Standards for General Industry, Code of Federal Regulations, Title 29, Part 1910, Occupational Health and Safety Administration.
17. Superfund Guidance on EPA Oversight of Remedial Designs and Remedial Actions Performed by Potentially Responsible Parties, April 1990, EPA/540/G-90/001.
18. Superfund Response Action Contracts (Fact Sheet), May 1993, OSWER Publ. 9242.2-08FS.
19. Treatability Studies Under CERCLA, Final. U.S. EPA, Office of Solid Waste and Emergency Response, EPA/540/R-92/071a, October 1992.
20. Value Engineering (Fact Sheet), U.S. EPA, Office of Solid Waste and Emergency Response, Publication 9355.5-03FS, May 1990.

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See the following guidance documents for more information on performance-based contracting:

10. A Guide to Best Practices for Performance-Based Service Contracting, Office of Federal Procurement Policy, April 1996.
11. A Guide to Best Practices for Performance-Based Service Contracting, Final Edition, Office of Federal Procurement Policy, October 1998.
12. Performance-Based Contracting (Fact Sheet), U.S. EPA, Office of Emergency and Remedial Response, Draft February 1999.
13. Policy Letter 91-2, To The Heads of Executive Agencies and Departments, April 9, 1991.

## Attachment 4 - Transmittal of Documents For Acceptance By EPA

TRANSMITTAL OF DOCUMENTS FOR ACCEPTANCE BY EPA						DATE:		TRANSMITTAL NO.	
TO:				FROM:				G New Transmittal G Re-submittal of Transmittal No. _____	
SUBTASK NO.		DELIVERABLE				NO. OF COPIES		REMARKS	
ACCEPTANCE ACTION									
DOCUMENTS FOUND ACCEPTABLE (LIST BY SUBTASK NO.)						NAME/TITLE/SIGNATURE OF REVIEWER  DATE			

## Attachment 5 - Transmittal Register

[illegible]



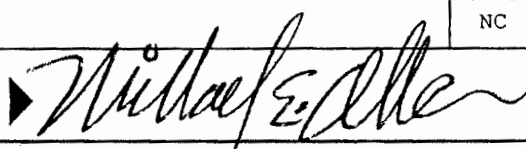


# ORDER FOR SUPPLIES OR SERVICES

PAGE OF PAGES

1 2

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

1. DATE OF ORDER 09/16/2011		2. CONTRACT NO. (If any) EP-S4-09-02		6. SHIP TO: a. NAME OF CONSIGNEE Region 4			
3. ORDER NO. 0061		4. REQUISITION/REFERENCE NO. PR-R4-11-00852		b. STREET ADDRESS US Environmental Protection Agency Atlanta Federal Center 61 Forsyth Street, SW			
5. ISSUING OFFICE (Address correspondence to) Region 4 US Environmental Protection Agency Atlanta Federal Center 61 Forsyth Street, SW Atlanta GA 30303-3104				c. CITY Atlanta		d. STATE GA	e. ZIP CODE 30303-3104
7. TO: NA				f. SHIP VIA			
a. NAME OF CONTRACTOR BLACK & VEATCH SPECIAL PROJECTS CORP				8. TYPE OF ORDER <input type="checkbox"/> a. PURCHASE <input checked="" type="checkbox"/> b. DELIVERY			
b. COMPANY NAME				REFERENCE YOUR:			
c. STREET ADDRESS 6601 COLLEGE BOULEVARD				Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet, if any, including delivery as indicated.			
d. CITY Overland Park		e. STATE KS	f. ZIP CODE 66211	Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.			
9. ACCOUNTING AND APPROPRIATION DATA See Schedule				10. REQUISITIONING OFFICE Reconstruct Originating Office			
11. BUSINESS CLASSIFICATION (Check appropriate box(es)) <input type="checkbox"/> a. SMALL <input checked="" type="checkbox"/> b. OTHER THAN SMALL <input type="checkbox"/> c. DISADVANTAGED <input type="checkbox"/> g. SERVICE-DISABLED VETERAN-OWNED <input type="checkbox"/> d. WOMEN-OWNED <input type="checkbox"/> e. HUBZone <input type="checkbox"/> f. EMERGING SMALL BUSINESS				12. F.O.B. POINT Destination			
13. PLACE OF a. INSPECTION Destination		b. ACCEPTANCE Destination		14. GOVERNMENT B/L NO.		15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date)	
						16. DISCOUNT TERMS	
17. SCHEDULE (See reverse for Rejections)							
ITEM NO. (a)	SUPPLIES OR SERVICES (b)			QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)
	DUNS Number: 603168931 Trans Circuits RA (061-RARA-047U) TOPO: CSWAN Max Expire Date: 06/01/2014  Continued ...						
18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.		17(h) TOTAL (Cont. pages)	
21. MAIL INVOICE TO							
a. NAME RTP Finance Center						\$40,000.00	
b. STREET ADDRESS (or P.O. Box) US Environmental Protection Agency RTP-Finance Center Mail Drop D143-02 109 TW Alexander Drive							
c. CITY Durham				d. STATE NC	e. ZIP CODE 27711	\$40,000.00	
22. UNITED STATES OF AMERICA BY (Signature) 				23. NAME (Typed) Michael E. Allen TITLE: CONTRACTING/ORDERING OFFICER			

**ORDER FOR SUPPLIES OR SERVICES  
SCHEDULE - CONTINUATION**

PAGE NO

2

**IMPORTANT:** Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER

CONTRACT NO.

ORDER NO.

09/16/2011

EP-S4-09-02

0061

ITEM NO (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
0001	<p>Admin Office: Region 4 US Environmental Protection Agency Atlanta Federal Center 61 Forsyth Street, SW Atlanta GA 30303-3104</p> <p>Accounting Info: 11-T-4AD0R-302DD2C-2505-047URA01-C003-114ADT 1089-001 BFY: 11 Fund: T Budget Org: 4AD0R Program (PRC): 302DD2C Budget (BOC): 2505 Job #: 047URA01 Cost: C003 DCN - Line ID: 114ADT1089-001 Period of Performance: 09/16/2011 to 06/01/2014</p> <p>Contract for BASE Period</p> <p>Contract Ceiling for BASE Period</p> <p>The obligated amount of award: \$40,000.00. The total for this award is shown in box 17(i).</p>				40,000.00	

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$40,000.00

AUTHORIZED FOR LOCAL REPRODUCTION  
PREVIOUS EDITION NOT USABLE

OPTIONAL FORM 348 (Rev. 4/2006)  
Prescribed by GSA FAR (48 CFR) 53.213(f)

## **TASK ORDER PROVISIONS**

**Contract:** EP-S4-09-02, **Task Order Number:** 0061

### **Background**

This action initiates a new Remedial Action (RA/RA) task order for the Trans Circuits, Inc site, Lake Park, Palm Beach County, Florida (061-RARA-047U) in accordance with the attached statement of work and the terms and conditions of Clause G.8., Ordering Methods, of the basic contract.

### **Task Order Funding Ceiling**

An initial task order funding ceiling of \$40,000.00 is hereby established for a site visit, scoping meeting, review of existing information and development of the RA/RA task order work plan under Task 1 (Project Planning). The contractor shall acknowledge receipt of this task order within five (5) calendar days and shall prepare and forward to the Contracting Officer within twenty (20) business days, a written task order work plan proposal.

### **Task Order Incremental Funding**

The amount of task order funding currently available for Task 1 (Project Planning) is \$40,000.00. The contractor shall not make expenditures or incur obligations under this task order in excess of the ceiling price of \$40,000.00, except at the contractor's own risk.

When the contractor has reason to believe that the costs for this task order, which will accrue in the next thirty (30) days, will bring the total cost of this task order over seventy five (75) percent of the available funding specified in the task order, the contractor shall notify the Contracting Officer. Additional funding as needed shall be provided incrementally through a task order modification to fund the contractor's task order proposal.

### **EPA Contacts:**

#### **Contract Level COR**

Charles Swan  
(404) 562-8848

#### **Task Order COR**

Bill Denman  
(404) 562-8939

#### **Contract Specialist**

Mark Benson  
(404) 562-8324

#### **Contracting Officer**

Michael E. Allen  
(404) 562-8393

# **RAC II STATEMENT OF WORK FOR REMEDIAL ACTION (RA)**

## **TRANS CIRCUITS, INC.**

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## **RAC II STATEMENT OF WORK FOR REMEDIAL ACTION**

September 16, 2011

**Contract No: EP-S-4-09-02**  
**Task Order No: 061-RARA-047U**

### **Introduction**

#### **PURPOSE**

The purpose of this task order is to implement the remedial action (RA) at the Trans Circuits, Inc. [Site] in accordance with the objectives of the remedial design (RD). This statement of work (SOW) sets forth the framework and requirements for this effort. The record of decision (ROD), issued on April 12, 2001, defines the selected remedy. The RA is the implementation phase of site remediation or construction of the remedy, including necessary operation and maintenance (O&M), performance monitoring, and any special requirements. The RA is based on the RD, which is designed to achieve the remediation goals specified in the ROD. Implementation of the RA involves the procurement of a subcontractor(s) and management activities, in addition to technical engineering services. The goal for completion of this RA is June 1, 2014.

#### **SITE DESCRIPTION**

The Trans Circuits site, located in Lake Park, Palm Beach County, Florida, occupies approximately one acre in the Tri-City Industrial Park. From 1978 to 1988, Trans Circuits, Inc. manufactured and electroplated electronic components and subassemblies for circuit boards at this location. Liquid waste from the process was disposed of on site through an evaporation pond, which was later modified to be a percolation pond. A process water treatment system was eventually constructed at the site; however, this system was still insufficient to address all chemical contaminants in process water and volatile organic compounds (VOCs) were released to the soil and ground water.

The aquifer contaminated by site-related substances serves as the sole source of water for the Riviera Beach and two other public water supply systems in the vicinity of the site. Riviera Beach, Magnolia Park, and Seacoast Utilities operate 49 wells within four miles of the site, providing drinking water for approximately 67,330 people. Other than the Riviera Beach well that was closed in 1984, no other public supply wells are believed to have been affected by contamination from Trans Circuits to date.

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The major components of the selected remedy (April 12, 2001) include:

- Removal of contaminated surface soils to address industrial land use exposure concerns.
- Implementation of institutional controls to prevent residential development at the site and to restrict access to contaminated ground water.
- Installation of a new municipal supply well outside of the contaminated plume area.
- In-situ treatment of contaminated ground water using chemical oxidation.
- Extraction of contaminated ground water and treatment by air stripping at the Riviera Beach water treatment plant. This additional measure is intended to assist in restoration of the aquifer until contamination can be isolated from the municipal well field.

On September 29, 2010, EPA issued an Explanation of Significant Differences (ESD) which amended the selected remedy to include:

- The excavation of additional soil to eliminate the need for institutional controls.
- Change the amendments of the in-situ groundwater injection amendments from chemical oxidants to bioremediation amendments such as ethyl lactate.

The first two phases of the remedy are complete. In Phase 1, EPA entered into an agreement with the City of Riviera Beach and used Federal Superfund money to reimburse the City for operation and maintenance expenses for the air stripping towers they use to remove VOCs from the water received from PW 17. This funding was provided from October 2002 until January 2006. In January 2006, EPA completed Phase 2 of the remedy which included the excavation of on-site contaminated soil and construction of a replacement well for PW-17. The purpose of this action will be to complete Phase 3 of the remedy which focuses mainly on the remediation of the contaminated groundwater.

## GENERAL REQUIREMENTS

This Task Order that requires the contractor to provide an end product for a negotiated cost and fee. The end product of this Task Order is the completed RA that meets the objectives and performance criteria specified in the ROD issued on April 12, 2001 and the RD. Furnish all necessary and appropriate personnel, including subcontractors, materials, and services needed for, or incidental to, performing and completing the RA. The RA and associated deliverables under this Task Order shall be consistent with the RODs, the *Remedial Design/Remedial Action (RD/RA) Handbook* (U.S. EPA Office of Solid Waste and Emergency Response (OSWER) 9355.0-04B, EPA 540/R-95/059, June 1995), and all other guidance used by EPA in conducting an RA (Attachment 3).

The RA implementation shall be specifically based on using in-situ bioremediation to address groundwater contaminated with Volatile Organic Compounds (VOCs), Monitored Natural Attenuation to address groundwater contaminated with nickel and fluoride and excavation techniques to attain soil contaminant concentrations for benzo(a)pyrene that will allow for Unlimited Use/Unrestricted Exposure (UU/UE). The RA shall be complete when the contractor meets the following cleanup criteria:

### On-Site Soil Contaminant Cleanup Levels:

Carcinogenic PAHs (benzo(a)pyrene)	0.1 mg/kg
------------------------------------	-----------

### Groundwater Cleanup Levels:

Tetrachloroethylene (PCE)	3 ug/l
Trichloroethene (TCE)	3 ug/l
1,2-Dichloroethene (1,2-DCE)	70 ug/l
Vinyl Chloride	1 ug/l
Chloroform	6 ug/l
Nickel	100 ug/l
Fluoride	2000 ug/l

The implementation of the RA should also include a review of comments from the Florida Department of Environmental Protection (FDEP) regarding sampling to evaluate the potential for additional source material underneath the building. This and the excavation of contaminated soil should be coordinated with EPA and the new property owner who plans significant renovations to the on-site building in the near future.

This SOW and accompanying work breakdown structure (WBS) (Attachment 2) is provided as a format for the contractor to structure its proposed approach and cost estimate. Select and develop the appropriate components found in the SOW and WBS to successfully meet the requirements of this Task Order. Use the WBS in cost estimate preparation and technical and cost tracking and reporting under this work assignment/ task order.

In conducting the Task Order, EPA expects the contractor to propose and implement the most appropriate and cost-effective procedures and methodologies using accepted engineering practices and controls. Throughout the performance of this Task Order, the EPA expects the contractor to be responsible for performing services and providing products at the lowest reasonable cost. If the contractor fails to meet the requirements within the negotiated costs, the government may elect to provide the contractor with additional funds to complete the Task Order without providing any additional fee. If there are changes to the SOW by the government, the government will issue a formal amendment to the SOW and negotiate the cost of the amendment with the contractor to form a new cost estimate.

A summary of the major deliverables and schedule for submittals is in Attachment 1. Submit the major deliverables using the Transmittal of Documents for Acceptance by EPA Form (Attachment 4). The EPA Task Order Manager (TOM)/Contracting Officer Representative (COR) will track deliverables submitted by the contractor using the Transmittal Register (Attachment 5).

Communicate at least weekly with the COR, either in face-to-face meetings or through conference calls. Document all decisions that are made in meetings and conversations with EPA. Forward this documentation to the COR within seven working days of the meeting or conversation.

EPA will provide oversight of contractor activities throughout the RA. EPA review and approval of deliverables is a tool to assist this process and to satisfy, in part, EPA's responsibility to provide effective protection of public health, welfare, and the environment. EPA will review deliverables, including specific deliverables from the subcontractor(s) to the RA contractor, to assess the likelihood that the RA will achieve its remediation goals and that its performance and operations requirements have been met. Acceptance of plans and design-required submittals (i.e., shop drawings, design details) by EPA does not relieve the RA contractor or any subcontractor(s) from the adequacy of their deliverables or their professional responsibilities.

#### RECORD KEEPING REQUIREMENTS

Maintain all technical and financial records for the RA in accordance with the contract. At the completion of the task order, submit an official record of the RA in both compact disk and a hardcopy to the TOM/COR. Provide the deliverables using electronic media.

#### US EPA PRIMARY CONTACT

The primary contact for this task order is William Denman. He can be reached at (404) 562-8939, via facsimile at (404) 562-8896, or via e-mail at [denman.bill@epa.gov](mailto:denman.bill@epa.gov). His mailing address is US EPA Region 4, 61 Forsyth Street, Atlanta, GA 30303. The secondary contact is Jan Rogers. He can be reached at (561) 616-8868 or via e-mail at [rogers.jan@epa.gov](mailto:rogers.jan@epa.gov). His mailing address is US EPA Region 4, South Florida Office, 400 N. Congress Avenue, Suite 120, West Palm Beach, Florida 33401-2933.

#### TASK ORDER COMPLETION DATE AND PROJECT CLOSEOUT

At the completion of the task order, perform all necessary project closeout activities as specified in the contract. These activities include closing out any subcontracts, indexing and consolidating project records and files as required above, and providing a technical and financial closeout report to EPA. The goal is to complete all technical activities and closeout activities for this task order by June 1, 2014.

## RA Work Planning

### WORK PLAN

WBS: 1.1

Prepare and submit a RA work plan that includes a detailed description of implementation activities, performance monitoring, and overall management strategy, including optimization, for the RA. Typical activities involved in preparing the work plan include, but are not limited to, the following:

- Contacting the Task Order Manager (TOM)/Contracting Officer Representative (COR) within five calendar days after receipt of the task order to schedule the scoping meeting to be held at the U.S. EPA Region 4 Office in Atlanta, GA. Regional personnel will be available to meet with the contractor 30 calendar days after the initial scoping meeting to discuss and clarify any issues the contractor may have regarding this project. Contact the TOM/COR to schedule this meeting at least five working days before the proposed meeting date.
- Preparing and submitting a final RA work plan within 30 calendar days after the scoping meeting. The work plan shall include a detailed description of the technical approach for the completion of RA activities in accordance with the record of decision, issued on April 12, 2001. Specify the necessary procedures, inspections, deliverables, and schedules. Include a comprehensive implementation management schedule for completion of each major activity and submittal.
- Preparing the estimated cost to complete the task order, including subcontractor costs, for each element of the SOW; providing a breakdown of the cost by task and subtask levels, in accordance with the contract work breakdown structure (WBS).
- Negotiating and preparing a revised work plan, if the contractor fails to meet the Region's minimum standards. Note that EPA does not anticipate a need to re-negotiate with the contractor nor to require the contractor to revise the work plan. Contractor costs associated with the preparation of the revised work plan and cost estimate shall be paid by the government but shall not bear fee.
- Providing conflict of interest disclosure.

### SITE-SPECIFIC PLANS

WBS: 1.2

Review all existing site-specific plans and prepare, update, and/or maintain plans, as necessary, for RA implementation. Incorporate the plans and procedures received from any subcontractor(s) into the overall site plans. Should the contractor fail to meet the required standards in accordance with the appropriate legal, regulatory, and EPA guidance, prepare revised site-specific plans. (NOTE: In that event, contractor costs associated with the preparation of the revised site-specific plans shall be paid by EPA but shall not bear fee.) Typical plans include, but are not limited to, the following:

- Sampling and Analysis Plan (SAP) in accordance with 40 CFR 300.415(b)(4)(ii) if necessary.
- Field Sampling Plan (FSP) in accordance with 40 CFR 300.415(b)(4)(ii) if necessary.
- Quality Assurance Project Plan (QAPP) in accordance with *EPA Requirements for QA Project Plans* (QA/R-5). Office of Environmental Information. EPA/240/B-01/003, March 2001 if necessary.
- Site-specific Health and Safety Plan (HSP) that specifies employee training, protective equipment, medical surveillance requirements, standard operating procedures, and a contingency plan in accordance with 29 CFR 1910.120(l)(1) and (l)(2). NOTE: The RD HSP may be modified for use if appropriate.



## **Project Management and Reporting**

### **PROJECT MANAGEMENT**

WBS: 1.4

Perform activities required to effectively manage the task order. These activities typically include, but are not limited to, the following:

- Monitoring costs and progress.
- Preparing and submitting monthly progress reports that document monthly and cumulative cost, performance status, and technical progress.
- Preparing and submitting monthly invoices in accordance with the level of detail as specified in the contract.
- Manage, track, and report status of site-specific equipment.
- Participating in meetings and preparing and submitting meeting summaries.
- Accommodate any external audit or review mechanism that EPA shall require.
- Evaluating existing data, including usability, when directed by EPA.
- Coordinating with local and emergency response teams.
- Reviewing background documents as directed by EPA.

### **COMMUNITY INVOLVEMENT (CR)**

WBS: 2

Review the existing Community Involvement Plan (CIP) and revise as necessary. Perform community involvement activities in support of EPA throughout the RA in accordance with the *National Oil and Hazardous Substances Pollution Contingency Plan* (NCP, 40 CFR Part 300) and the *Community Relations in Superfund - A Handbook*, (U.S. EPA, Office of Emergency and Remedial Response, OSWER Directive No. 9230.0-3C, January 1992). These tasks include, but are not limited to, the following:

- Conducting community interviews.
- Revise existing Community Involvement Plan (CIP).
- Providing public meeting and/or open house support.
- Preparing fact sheets, notices and other informational documents.
- Publishing public notices in local newspapers serving the site community.
- Maintaining public information repository.
- Developing and updating site mailing lists.
- Preparing presentation materials.
- Implementing other community involvement activities as identified by the site-specific CIP or EPA.
- Providing technical support to review Community Involvement deliverables and participate in public meetings.

## **RA Subcontract Award**

### **PROCUREMENT OF SUBCONTRACT (PB)**

WBS: 3

Solicit, evaluate, select, and award the necessary subcontract(s) to implement the RA under this task. The contractor must adhere to Federal Acquisition Regulation (FAR), EPA Acquisition Regulation (EPAAR), and contract specific subcontracting requirements in procuring subcontractor(s). To the maximum extent practicable, the types of subcontracts procured shall follow performance-based contracting (PBC) methods. The tasks to be performed shall be determined by the contractor's technical approach as detailed in the work plan. These tasks include, but are not limited to, the following:

- Prebid (Pre-solicitation) Activities
  - S Duplication and distribution of contract documents
  - S Advertising/soliciting of bids
  - S Issuing addenda
  - S Holding Pre-bid (pre-solicitation) meetings
  - S Resolution of bidder (offeror) inquiries
  - S Holding On-site visits
  - S Compilation of contract documents
  - S Readvertise/Resolicit bids/offers and repackage documents if necessary. [NOTE: All costs associated with the re-advertisement/resolicitation of subcontract(s) shall be paid by the Government, but shall bear no additional fee.]
- Pre-Award/Award Activities.
  - S Receipt of bids (offers).
  - S Determination of responsive, responsible bidder/s (offeror/s).
  - S Bid (offer) tabulation and analysis.
  - S Receipt of follow-up items from lowest responsible bidder/s (offeror/s).
  - S Review of Equal Employment Opportunities (EEO), Minority Business Entrepreneurs (MBE) requirements, and Small, Disadvantaged Business Subcontracting Plans.
  - S Perform reference checks.
  - S Request consent from EPA.
  - S Award subcontract and issue notice of award.
- Post-Award Activities.
  - S Attend post award meetings/preconstruction conference.
  - S Review permits, insurance, bonds, certificates, and documentation required by the specifications.
  - S Review and approve subcontractor's measurement and payment schedule.
  - S Establish guidelines for payment of items delivered by not yet installed.
  - S Review subcontractor activity schedule.
- Submittal review and preparation of Notice to Proceed (NTP).
  - S Establish procedures for review of submittals.
  - S Review subcontractor submittals.
  - S Issue Notice To Proceed.
- Reviewing revisions/addendum to subcontractor submittals (optional).

#### MANAGEMENT SUPPORT (MS)

WBS: 4

Manage and monitor the subcontract(s) required to implement the RA. Institute procedures, monitor progress, and maintain systems and records to ensure that the work proceeds according to requirements specified in the contract documents. Typical activities include, but are not limited to, the following:

- Providing financial management including review and approval of invoices, subcontract modifications, and task order amendments to include direct cost of change orders/financial tracking; and maintain a code of accounts and/or WBS for cost/schedule reporting purposes.
- Providing cost monitoring including weekly and monthly cost tracking. Analyze progress payments and make recommendations including retaining and deviation from projected rates of expenditure.
- Monitoring subcontractor compliance with the Davis-Bacon Act and related requirements.

- Providing engineering support including review of field logs, attending biweekly/weekly/monthly meetings, and providing supplemental support for field change requests, value engineering change and system optimization proposals, non-conformance reports issued by resident engineer, and re-design activities.
- Managing, tracking, and reporting the status of all government-furnished equipment and contractor-acquired property in accordance with contract requirements

## **RA Implementation Management**

### **DETAILED RESIDENT INSPECTION (Resident Engineer) (RI)**

**WBS: 5**

Provide field supervision associated with the monitoring and documentation of the work being done at the site in accordance with the design and all subcontracts documents (e.g., drawings, specifications and plans) and ensure the implementation of the remedial action at the site is protective of human health and the environment. Typical activities include, but are not limited to, the following:

- Conducting/attending progress meetings.
- Maintaining field logs and daily diaries.
- Providing advice on what is intended by subcontract documents.
- Preparing sketches to reflect field conditions.
- Checking construction drawings submitted by construction subcontractors for compliance with design concept.
- Preparing reports on inspections.
- Making final inspection and preparing report.
- Monitoring, updating, and reporting construction progress.
- Reviewing and recommending time extensions.
- Coordinating with Home Office/Management Support.
- Conducting regular Davis-Bacon Act interviews on-site. (The TOM/COR shall be informed regarding scheduling of such interviews so that he/she can be present on site.)
- Reviewing and recommending action on value engineering change proposals.
- Reviewing and making recommendations for changes.
- Providing advice on need and cost of proposed change orders.
- Providing assistance in prevention and resolution of subcontractor claims.
- Recommending approval or rejection of construction schedules.
- Performing field testing, recommending action on health and safety considerations (e.g., site safety plan), monitoring quality control procedures.

### **ANALYTICAL SUPPORT AND DATA VALIDATION (AN)**

**WBS: 6**

Schedule, coordinate, track, and oversee sample analyses and validate analytical data. Typical activities include, but are not limited to, the following:

- Collecting, preparing, and shipping environmental samples in accordance with the Field Sampling Plan (FSP). The following types of sampling shall be required:
  - Ground water sampling
  - Surface and subsurface soil sampling
- Developing data quality objectives (DQO) for each sampling event; these DQOs shall be the determinative factor for assessing the success or failure of the sampling.

- Requesting, obtaining, and performing oversight of analytical services in compliance with EPA requirements.
- Coordinating with the EPA Sample Management Office (SMO), the Regional Sample Control Coordinator (RSCC), and/or the Environmental Services Division (ESD) regarding analytical support, data validation, and quality assurance issues.
- Implementing the EPA-approved laboratory quality assurance program that provides oversight of in-house and subcontracted laboratories through periodic performance evaluation sample analyses and/or on-site audits of operations and has a system of corrective actions.
- Providing sample management including chain of custody procedures, information management, sample retention, and 10-year data storage.
- Performing data validation, the process by which the quality of the data, the defensibility of the data, and the chain of custody are verified. Performing data validation in accordance with Regional guidelines.
- Reviewing data for usability for its intended purpose.
- Providing reports on data validation and usability.

#### RA IMPLEMENTATION (SUBPOOL ACTIVITIES) (AI)

WBS: 8

Manage and oversee the RA elements implemented by subcontractor(s) at the site in accordance with the O&M plan, the design, and all subcontract(s) documents (drawings, specifications and plans). Typical activities include, but are not limited to, the following:

- Site-specific preparation: Securing the site and establishing an operations area, including laying out of clean zone, waste/stage handling areas, and decontamination areas if required.
- Implementation of the RA in accordance with the O&M plan, the design, and the subcontract plans and specifications.
- Collection of a round of baseline groundwater sampling.
- Collection of groundwater samples annually.
- Collection of samples to measure effectiveness of remedy as required.
- Excavation and off-site disposal of non-hazardous and/or hazardous soil.
- Confirmatory sampling of soil excavation area.
- Backfilling with clean soil
- Soil and groundwater sampling underneath the existing building.
- Preparation of data summary reports.

#### PROJECT PERFORMANCE (PJ)

WBS: 10

Perform all activities necessary to ensure the RA implemented at the site is in accordance with the design and O&M plan and all subcontractor documents. Typical activities include, but are not limited to, the following:

- Conducting pre start-up check out
- Reviewing O&M manual.
- Describing and analyzing potential operating problems.
- Supporting training operation and maintenance of O&M staff, including State personnel.
- Advising on conformity to applicable performance and operations requirements.
- Determining cause of failure and developing corrective action report.

- Reviewing record development, laboratory procedures, process system, safety and emergency systems, and warranty files.
- Evaluating equipment system performance, witness performance tests, gathering and testing samples.
- Operating and providing appropriate upkeep and maintenance of installed response action construction items including the facilities, equipment, and appropriate engineered controls such as fencing for the site in accordance with the O&M Manual and Sampling and Analysis Plan (SAP) for a time period as specified in the task order.
- Updating the O&M Manual, as appropriate.
- Conducting trend analyses and optimization studies to improve system efficiency and reduce operation cost of RA.

## RA Completion

### PROJECT COMPLETION AND CLOSEOUT (PC)

WBS: 11

Ascertain project completion and closeout of the subcontract(s) associated with the RA at the site. These tasks include but are not limited to, the following:

- Demobilization of subcontractors.
- Pre-final/Final Activities - Consolidation of project needs, pre-final/final inspection and certification, direct final project demobilization and make lockout inspection.
- Final Payment/Punch List - Resolution/certification that project is complete according to plans and specifications. May involve trial periods, shakedown, test or trial runs/burns.
- Submission of as-built drawings.
- Updating the O&M Manual.
- Preparing Remedial Action Report in accordance with Closeout Procedures for National Priorities List Sites OSWER Directive 9320.2-09A-P, January 2000.

### TASK ORDER CLOSEOUT (CO)

WBS: 12

Perform the necessary activities to close out the task order in accordance with contract requirements. Typical activities include but are not limited to, the following:

- Packaging and returning documents to the government.
- Duplicating/distribution/storage of files.
- Archiving files in accordance with Federal Record Center requirements.
- Preparing microfiche/microfilm/optical disk or other EPA-approved data storage technology.
- Preparing the closeout report in accordance with Regional guidance or other procedures as specified in the task order. If the final hours/budget is greater than +/- 10% of the original approved work plan/task order hours/budget, the TOCR must describe the circumstances that explain why this occurred.

**Attachment 1 - Summary of Major Submittals for the Remedial Action at  
Trans Circuits, Inc Site**

<b>DELIVERABLE</b>	<b>NO. OF COPIES</b>	<b>DUE DATE (calendar days)</b>	<b>EPA REVIEW PERIOD</b>
Monthly Progress Reports	3	Monthly and as required in the contract	NA
Remedial Action Work Plan	3	30 days after initiation of task order (WA)	30 days after receipt of work plan
Health and Safety Plan (HASP)	3	21 days after approval of RA work plan	30 days after receipt of plan
Sampling and Analysis Plan (SAP)	3	21 days after approval of RA work plan	30 days after receipt of plan
Quality Assurance Project Plan (QAPP)	3	21 days after approval of RA work plan	30 days after receipt of plan
Subcontract Consent Request	3	21 days after receipt of bids (offers)	10 days after receipt of subcontractor consent request
Field Documentation	1	TBD	NA
Cleanup Status Report	3	Quarterly as specified by the COR	NA
Groundwater Data Evaluation Report	3	30 days after receipt of groundwater data	NA
Inspection Report	3	21 days after final inspection	NA
As-Built Resolution/ Certification	3	30 days after final inspection	NA
O&M Plan	3	30 days after approval of RA work plan	30 days after receipt of report
Remedial Action Report	3	30 days after final inspection	30 days after receipt of report
Closeout Report	3	30 days after final RA report submitted	30 days after receipt of report
Final Costs	3	90 days after task order closeout	NA

## **Attachment 2 - Work Breakdown Structure for Remedial Action**

### **Task 1 Project Planning and Support**

**(PP)**

- 1.1 Project planning.
  - 1.1.1 Attend scoping meeting.
  - 1.1.3 Develop Work Plan and cost estimate
  - 1.1.4 Negotiate Work Plan and Cost Estimate.
  - 1.1.5 Provide conflict of interest disclosure.
  - 1.1.6 Prepare Health and Safety Plan (HASP) (Prime Contractor).
- 1.2 Prepare, review, and revise the site-specific plans required to implement the RA at the site.
  - 1.2.2 Sampling and Analysis Plan (SAP) if necessary.
  - 1.2.3 Field Sampling Plan (FSP) if necessary.
  - 1.2.4 Quality Assurance Project Plan (QAPP) if necessary.
  - 1.2.6 Health and Safety Plan (HASP) (incorporating subcontractor's Health and Safety Plan/s).
- 1.4 Project management. (24 months)
  - 1.4.1 Monitor costs and prepare periodic status reports.
  - 1.4.2 Participate in meetings/communicate routinely/prepare meeting notes.
  - 1.4.3 Manage, track, and report status of site-specific equipment.
  - 1.4.4 Accommodate any external audit or review mechanism that EPA shall require.
  - 1.4.5 Evaluate existing data, including usability, when directed by EPA.
  - 1.4.6 Coordinate with local and emergency response teams.
  - 1.4.7 Review background documents as directed by EPA.
  - 1.4.8 Attend EPA-held training.

### **Task 2 Community Involvement**

**(CR)**

- 2.1 Conduct community interviews.
- 2.2 Revise existing Community Involvement Plan (CIP).
- 2.3 Provide public meeting and/or open house support.
- 2.4 Prepare fact sheets, notices and other informational documents.
- 2.5
- 2.6
- 2.7 Publish public notices in local newspapers serving the site community.
- 2.8 Maintain public information repositories.
- 2.9 Develop and update site mailing list.
- 2.10
- 2.11 Prepare presentation materials.
- 2.12 Implementation of other Community Involvement activities as identified by the site-specific Community Involvement Plan or EPA.
- 2.13 Provide technical support to review Community Involvement deliverables and participate in public meetings.

### **Task 3 Procurement of Subcontract(s)**

**(PB)**

- 3.1 Prebid (pre-solicitation) activities.
  - 3.1.1 Duplicate and distribute contract documents.
  - 3.1.2 Advertise/solicit bids.
  - 3.1.3 Issue addenda.
  - 3.1.4 Hold pre-bid meetings.
  - 3.1.5 Resolve (offeror) inquiries.
  - 3.1.6 Hold on-site visits.
  - 3.1.7 Compile contract documents.
  - 3.1.8 Readvertise/resolicit bids, if necessary.
- 3.2 Preaward/Award activities.
  - 3.2.1 Receive bids (offers).

- 3.2.2 Determine responsive, responsible bidders (offerors).
- 3.2.3 Tabulate and analyze bid (offer).
- 3.2.4 Receive follow-up items from lowest responsible bidder/s (offeror/s).
- 3.2.5 Review Equal Employment Opportunities (EEO), Minority Business Entrepreneurs (MBE) Requirements, Small Disadvantaged Business (SDB) Subcontracting Plans.
- 3.2.6 Perform reference checks.
- 3.2.7 Request consent from EPA.
- 3.2.8 Award subcontract.
- 3.2.9 Issue notice of award.
- 3.3 Post award activities.
  - 3.3.1 Attend post award meetings/preconstruction conference.
  - 3.3.2 Review permits, insurance, bonds, certificates, and documentation required by the specifications.
  - 3.3.3 Review and approve RA subcontractor's measurement and payment schedule.
  - 3.3.4 Establish guidelines for payment of items delivered but not yet installed.
  - 3.3.5 Review subcontractor activity schedule.
- 3.4 Submittal review/notice to proceed.
  - 3.4.1 Establish procedures for review of submittals.
  - 3.4.2 Review subcontractor submittals.
  - 3.4.3 Issue Notice To Proceed.
- 3.5 Review revisions/addendum to subcontractor submittals (optional).

#### **Task 4 Management Support**

(MS)

- 4.1 Financial management.
  - 4.1.1 Review and approve invoices, subcontract modifications, and Task Order amendments to include direct cost of change orders/financial tracking.
  - 4.1.2 Maintain a code of accounts and/or WBS for cost/schedule reporting purposes.
- 4.2 Cost monitoring.
  - 4.2.1 Weekly and monthly tracking.
  - 4.2.2 Analyze progress payments and make recommendations including retaining and deviation from projected rates of expenditure.
  - 4.2.3 Monitor subcontractor compliance with Davis-Bacon Act and related requirements.
- 4.3 Engineering support.
  - 4.3.1 Review field logs, etc.
  - 4.3.2 Attend biweekly/weekly/monthly meetings.
  - 4.3.3 Provide supplemental engineering support for field change requests.
  - 4.3.4 Evaluate value engineering change and system optimization proposals.
  - 4.3.5 Evaluate non-conformance reports issued by resident engineer.
  - 4.3.6 Implement re-design activities.

#### **Task 5 Detailed Resident Inspection (Resident Engineer)**

(RI)

- 5.1 Conduct/attend progress meetings.
- 5.2 Maintain field logs and daily diaries.
  - 5.2.1 Provide advice on what is intended by subcontract documents.
  - 5.2.2 Prepare sketches to reflect field conditions.
  - 5.2.3 Check drawings submitted by subcontractors for compliance with O&M plan and design concept.
  - 5.2.4 Prepare reports on inspections.
  - 5.2.5 Make final inspection and prepare report.
  - 5.2.6 Monitor, update, and report progress.
  - 5.2.7 Review and recommend time extensions.
  - 5.2.8 Coordinate with home office/management support.
  - 5.2.9 Conduct regular Davis-Bacon Act interviews on site. (The TOM/COR shall be informed regarding scheduling of such interviews so that he/she can be present on site.)
- 5.3 Review and recommend action on value engineering change and/or system optimization proposals.
  - 5.3.1 Review and make recommendations for changes.



- 5.3.2 Provide advice on need and cost of proposed change orders.
- 5.3.3 Provide assistance in prevention and resolution of subcontractor claims.
- 5.3.4 Recommend approval or rejection of construction schedules.
- 5.4 Perform field testing.
- 5.5 Recommend action on health and safety considerations (e.g. site safety plan).
- 5.6 Monitor quality control procedures.

#### **Task 6 Analytical Support and Data Validation**

(AN)

- 6.1 Collect, prepare, and ship environmental samples in accordance with the Field Sampling Plan (FSP).
  - 6.1.1 Field screening.
  - 6.1.2 Ground water sampling.
  - 6.1.3 Surface and subsurface soil sampling.
  - 6.1.4 Surface water and sediment sampling.
  - 6.1.5 Air monitoring and sampling.
  - 6.1.7 Other types of media sampling and screening.
- 6.2 Develop performance or acceptance criteria (such as data quality objectives (DQO)) for each sampling event; these criteria shall be the determinative factor for assessing the success or failure of the sampling.
- 6.3 Request, obtain, and perform oversight of analytical services in compliance with EPA requirements.
- 6.4 Coordinate with the EPA Sample Management Office (SMO), the Regional Sample Control Coordinator (RSCC), and/or the Environmental Services Division (ESD) regarding analytical support, data validation, and quality assurance issues.
- 6.5 Implement the EPA-approved laboratory quality assurance program that provides oversight of in-house and subcontracted laboratories through periodic performance evaluation sample analyses and/or on-site audits of operations and has a system of corrective actions.
- 6.6 Provide sample management including chain of custody procedures, information management, sample retention, and 10-year data storage.
- 6.7 Perform data validation, the process by which the quality of the data, the defensibility of the data, and the chain of custody are verified. Perform data validation in accordance with Regional guidelines.
- 6.8 Review data for usability for its intended purpose.
- 6.9 Provide reports on data validation and usability.

#### **Task 8 RA Implementation (Subpool Activities)**

(AI)

- 8.1 Site-specific preparation.
- 8.2 Implementation of the RA.

#### **Task 10 Project Performance**

(PJ)

- 10.1 Conduct pre-startup check out.
  - 10.1.1 Review O&M manual.
  - 10.1.2 Describe and analyze potential operating problems.
  - 10.1.4 Advise on conformity to applicable performance and operations requirements.
  - 10.1.5 Determine cause of failure and develop corrective action report.
  - 10.1.6 Review record development, laboratory procedures, process system, safety and emergency systems, and warranty files.
- 10.2 Evaluate equipment system performance, witnessing performance tests, gathering and testing samples.
- 10.3 For the one-year operational and functional period, operate and provide appropriate upkeep and maintenance of installed response action construction items.
- 10.4 Update the O&M Manual, as appropriate.
- 10.5 Conduct trend analyses and optimization studies.

#### **Task 11 Project Completion and Closeout**

(PC)

- 11.1 Demobilization of subcontractors.
- 11.2 Conduct re-final/final activities.
- 11.3 Consolidate project needs, pre-final/final inspection and certification, direct final project demobilization and make lockout inspection.

- 11.4 Review final payment/punch list.
- 11.5 Resolution/certification that project is complete according to plans and specifications.
- 11.6 Submission of as-built drawings.
- 11.7 Update O&M Manual.
- 11.9 Assist in transfer of project to the state upon the determination that the project is Operational and Functional (O&F).
- 11.10 Prepare Remedial Action Report.

**Task 12 Task Order Closeout**

(CO)

- 12.1 Package and return documents to the government.
- 12.2 Duplicate, distribute, and store files.
- 12.3 Archive files in accordance with Federal Record Center requirements.
- 12.4 Produce microfiche/microfilm/optical disk or other EPA-approved storage format.
- 12.5 Prepare the Task Order Closeout Report (TOCR).

### Attachment 3 - Regulations and Guidance Documents

Although not comprehensive, the following list comprises many of the regulations and guidance documents that apply to the RD process:

1. *CERCLA Compliance with Other Laws Manual*, Two Volumes, U.S. EPA, Office of Emergency and Remedial Response, OSWER Directive No. 9234.1-01 and -02, August 1988 (DRAFT).
2. *Community Relations in Superfund C A Handbook*, U.S. EPA, Office of Emergency and Remedial Response, OSWER Directive No. 9230.0-3C, January 1992.
3. *The Data Quality Objectives for Process of Superfund: Interim Final Guidance*, U.S. EPA, Office of Emergency and Remedial Response and Office of Waste Programs Enforcement, EPA/540/R-93/071, September 1993.
4. *Guidance on Expediting Remedial Design and Remedial Actions*, EPA/540/G-90/006, August 1990.
5. *Guidance on Remedial Actions for Contaminated Ground Water at Superfund Sites*, U.S. EPA Office of Emergency and Remedial Response (DRAFT), OSWER Directive No. 9283.1-2.
6. *Guide to Management of Investigation-Derived Wastes*, U.S. EPA, Office of Solid Waste and Emergency Response, Publication 9345.3-03FS, January 1992.
7. *Interim Guidance on Compliance with Applicable of Relevant and Appropriate Requirements*, U.S. EPA, Office of Emergency and Remedial Response, OSWER Directive No. 9234.0-05, July 9 1987.
8. *National Oil and Hazardous Substances Pollution Contingency Plan*; Final Rule, Federal Register 40 CFR Part 300, March 8, 1990.
9. *Permits and Permit Equivalency Processes for CERCLA On-site Response Actions*, OSWER Directive 9355.7-03, February 19, 1992.
10. *Procedures for Completion and Deletion of NPL Sites*, U.S. EPA, Office of Emergency and Remedial Response, OSWER Directive No. 9320.2-3A, April 1989.
11. *Quality in the Constructed Project: A Guideline for Owners, Designers and Constructors*, Volume 1, Preliminary Edition for Trial Use and Comment, American Society of Civil Engineers, May 1988.
12. *Remedial Design/Remedial Action (RD/RA) Handbook*, U.S. EPA, Office of Solid Waste and Emergency Response (OSWER) 9355.0-04B, EPA 540/R-95/059, June 1995.
13. *Scoping the Remedial Design* (Fact Sheet), OSWER Publ. 9355-5-21 FS, February 1995.
14. *Standards for the Construction Industry*, Code of Federal Regulations, Title 29, Part 1926, Occupational Health and Safety Administration.
15. *Standards for General Industry*, Code of Federal Regulations, Title 29, Part 1910, Occupational Health and Safety Administration.
16. *Superfund Guidance on EPA Oversight of Remedial Designs and Remedial Actions Performed by Potentially Responsible Parties*, EPA/540/G-90/001, April 1990.
17. *Superfund Response Action Contracts* (Fact Sheet), OSWER Publ. 9242.2-08FS, May 1993.
18. *Treatability Studies Under CERCLA*, Final. U.S. EPA, Office of Solid Waste and Emergency Response, EPA/540/R-92/071a, October 1992.
19. *Value Engineering* (Fact Sheet), U.S. EPA, Office of Solid Waste and Emergency Response, Publication 9355.5-03FS, May 1990.

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See the following guidance documents for more information on performance-based contracting:

20. *A Guide to Best Practices for Performance-Based Service Contracting*, Office of Federal Procurement Policy, April 1996.
21. *A Guide to Best Practices for Performance-Based Service Contracting*, Final Edition, Office of Federal Procurement Policy, October 1998.
22. *Performance-Based Contracting* (Fact Sheet), U.S. EPA, Office of Emergency and Remedial Response, Draft February 1999.
23. Policy Letter 91-2, To The Heads of Executive Agencies and Departments, April 9, 1991.

## Attachment 4 - Transmittal of Documents for Acceptance by EPA

[illegible]

## Attachment 5 - Transmittal Register

[illegible]



ORDER FOR SUPPLIES OR SERVICES						PAGE OF PAGES	
IMPORTANT: Mark all packages and papers with contract and/or order numbers.						1	2
1. DATE OF ORDER 09/16/2011		2. CONTRACT NO. (If any) EP-S4-09-02		6. SHIP TO:			
3. ORDER NO. 0062		4. REQUISITION/REFERENCE NO. PR-R4-11-00851		a. NAME OF CONSIGNEE Region 4			
5. ISSUING OFFICE (Address correspondence to) Region 4 US Environmental Protection Agency Atlanta Federal Center 61 Forsyth Street, SW Atlanta GA 30303-3104				b. STREET ADDRESS US Environmental Protection Agency Atlanta Federal Center 61 Forsyth Street, SW			
				c. CITY Atlanta		d. STATE GA	e. ZIP CODE 30303-3104
7. TO: NA				f. SHIP VIA			
a. NAME OF CONTRACTOR BLACK & VEATCH SPECIAL PROJECTS CORP				8. TYPE OF ORDER			
b. COMPANY NAME				<input type="checkbox"/> a. PURCHASE		<input checked="" type="checkbox"/> b. DELIVERY	
c. STREET ADDRESS 6601 COLLEGE BOULEVARD				REFERENCE YOUR:		Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.	
d. CITY Overland Park				e. STATE KS	f. ZIP CODE 66211		
9. ACCOUNTING AND APPROPRIATION DATA See Schedule				10. REQUISITIONING OFFICE Reconstruct Originating Office			
11. BUSINESS CLASSIFICATION (Check appropriate box(es))						12. F.O.B. POINT	
<input type="checkbox"/> a. SMALL <input checked="" type="checkbox"/> b. OTHER THAN SMALL <input type="checkbox"/> c. DISADVANTAGED <input type="checkbox"/> g. SERVICE-DISABLED VETERAN-OWNED <input type="checkbox"/> d. WOMEN-OWNED <input type="checkbox"/> e. HUBZone <input type="checkbox"/> f. EMERGING SMALL BUSINESS						Destination	
13. PLACE OF		14. GOVERNMENT B/L NO.		15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date)		16. DISCOUNT TERMS	
a. INSPECTION Destination		b. ACCEPTANCE Destination					
17. SCHEDULE (See reverse for Rejections)							
ITEM NO. (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)	
	DUNS Number: 603168931 Camilla Wood RA (062-RARA-04QG) TOPO: CSWAN Max Expire Date: 09/30/2013  Continued ...						
18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.		17(h) TOTAL (Cont. pages)	
21. MAIL INVOICE TO:							
a. NAME		RTP Finance Center				\$40,000.00	
b. STREET ADDRESS (or P.O. Box)		US Environmental Protection Agency RTP-Finance Center Mail Drop D143-02 109 TW Alexander Drive					
c. CITY		d. STATE	e. ZIP CODE				17(i) GRAND TOTAL
Durham		NC	27711		\$40,000.00		
22. UNITED STATES OF AMERICA BY (Signature)				23. NAME (Typed) Michael E. Allen TITLE: CONTRACTING/ORDERING OFFICER			

**ORDER FOR SUPPLIES OR SERVICES  
SCHEDULE - CONTINUATION**

PAGE NO

2

**IMPORTANT:** Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER  
09/16/2011

CONTRACT NO.  
EP-S4-09-02

ORDER NO.  
0062

ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
0001	<p>Admin Office: Region 4 US Environmental Protection Agency Atlanta Federal Center 61 Forsyth Street, SW Atlanta GA 30303-3104</p> <p>Accounting Info: 11-T-4AD0R-302DD2C-2505-04QGRA01-C001-114ADT 1090-001 BFY: 11 Fund: T Budget Org: 4AD0R Program (PRC): 302DD2C Budget (BOC): 2505 Job #: 04QGRA01 Cost: C001 DCN - Line ID: 114ADT1090-001 Period of Performance: 09/16/2011 to 09/30/2013</p> <p>Contract for BASE Period</p> <p>Contract Ceiling for BASE Period</p> <p>The obligated amount of award: \$40,000.00. The total for this award is shown in box 17(i).</p>				40,000.00	

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$40,000.00



## **TASK ORDER PROVISIONS**

**Contract:** EP-S4-09-02, **Task Order Number:** 0062

### **Background**

This action initiates a new Remedial Action (RA/RA) task order for the Camilla Wood site, Mitchell County, GA (062-RARA-04QG) in accordance with the attached statement of work and the terms and conditions of Clause G.8., Ordering Methods, of the basic contract.

### **Task Order Funding Ceiling**

An initial task order funding ceiling of \$40,000.00 is hereby established for a site visit, scoping meeting, review of existing information and development of the RA/RA task order work plan under Task 1 (Project Planning). The contractor shall acknowledge receipt of this task order within five (5) calendar days and shall prepare and forward to the Contracting Officer within twenty (20) business days, a written task order work plan proposal.

### **Task Order Incremental Funding**

The amount of task order funding currently available for Task 1 (Project Planning) is \$40,000.00. The contractor shall not make expenditures or incur obligations under this task order in excess of the ceiling price of \$40,000.00, except at the contractor's own risk.

When the contractor has reason to believe that the costs for this task order, which will accrue in the next thirty (30) days, will bring the total cost of this task order over seventy five (75) percent of the available funding specified in the task order, the contractor shall notify the Contracting Officer. Additional funding as needed shall be provided incrementally through a task order modification to fund the contractor's task order proposal.

### **EPA Contacts:**

#### **Contract Level COR**

Charles Swan  
(404) 562-8848

#### **Task Order COR**

Scott Miller  
(404) 562-9120

#### **Contract Specialist**

Mark Benson  
(404) 562-8324

#### **Contracting Officer**

Michael E. Allen  
(404) 562-8393

**RAC II MODEL STATEMENT OF WORK  
FOR REMEDIAL ACTION (RA) AT CAMILLA WOOD PRESERVING**

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## **RAC II MODEL STATEMENT OF WORK FOR REMEDIAL ACTION AT CAMILLA WOOD PRESERVING**

September 16, 2011

**Contract No: EP-S-4-09-02**  
**Task Order No: 062-RARA-04QG**

### **Introduction**

#### **PURPOSE**

The purpose of this task order is to implement the remedial action (RA) at Camilla Wood Preserving in accordance with the objectives of the remedial design (RD). This statement of work (SOW) sets forth the framework and requirements for this effort. The record of decision (ROD), issued on September 23, 2009, defines the selected remedy. The RA is the implementation phase of site remediation or construction of the remedy, including necessary operation and maintenance (O&M), performance monitoring, and any special requirements. The RA is based on the RD, which is designed to achieve the remediation goals specified in the ROD. Implementation of the RA involves the procurement of a subcontractor(s) and management activities, in addition to technical engineering services. The goal for completion of this RA is September 30, 2013.

#### **SITE DESCRIPTION**

The Camilla Wood Preserving Superfund site is approximately 40 acres in size and is located in Mitchell County, in the southwestern corner of Georgia. The site is centered in an area in the City of Camilla that includes residential, commercial, and light industrial uses. Across railroad tracks to the east of the site are community athletic fields, including a high school football field. The wood treating facility was constructed in 1947 by the Louis Wood Preserving Company. The Escambia Treating Company purchased the facility in 1950 and continued wood treatment processes using creosote. The operating company changed from the Escambia Treating Company to the Camilla Wood Preserving Company. In 1991, Camilla Wood Preserving Company filed Chapter 11 bankruptcy and wood treating operations ceased. Historically, the site has been used to treat wooden pole products, railroad ties, and other timber with creosote and pentachlorophenol.

The major components of the selected remedy include:

- Containment cell and cap of contaminated soils from inside and outside of the source area;
- Karst features which are found to be sources of migration from the shallow to the intermediate zone will be sealed using compression or jet grouting;
- Install a vertical barrier wall around the perimeter of the source area in the surficial aquifer;
- Monitored natural attenuation of the areas in the surficial aquifer that are located outside of the vertical barrier wall;
- Implement storm water improvements;
- In situ chemical oxidation and/or bioaugmentation within the contaminant plume to treat the dissolved phase contamination in the intermediate aquifer;
- Institutional controls through a restrictive covenant to limit future land use to nonresidential uses only; to prohibit potable groundwater use on the property; prohibit soil removal or digging within the boundary of the treated material; and
- Establish and implement a long-term monitoring program to assess the effectiveness of the remedial action

The remedial components being tasked in this Scope of Work include Year 1 remedy components as listed in the March 2011 remedial design as follows:

- ½ General mobilization/demobilization as the project is assumed to be completed within 2 years
- ½ Temporary construction facilities
- Fences/gates
- Preconstruction plans/submittals
- Health and Safety equipment
- ½ of temporary erosion controls
- Site Preparatory Work
- Preconstruction air sampling and barrier wall sampling and testing
- Construction of stormwater retention system and pond
- Site Improvements
- ½ of Site Security
- ISEB treatability testing, injection, point installation, and the first round of injections to intermediate aquifer
- Any remaining funds from activities listed above will be applied toward the following remedial actions
  - Additional groundwater injections into intermediate aquifer to meet ROD cleanup goals
  - completing the soil excavation outside the barrier wall and bring soil back inside the proposed barrier wall area to stockpile

## GENERAL REQUIREMENTS

This Task Order that requires the contractor to provide an end product for a negotiated cost and fee. The end product of this Task Order is the completed RA that meets the objectives and performance criteria specified in the ROD issued on September 23, 2009 and the RD. Furnish all necessary and appropriate personnel, including subcontractors, materials, and services needed for, or incidental to, performing and completing the RA. The RA and associated deliverables under this Task Order shall be consistent with the RODs, the *Remedial Design/Remedial Action (RD/RA) Handbook* (U.S. EPA Office of Solid Waste and Emergency Response (OSWER) 9355.0-04B, EPA 540/R-95/059, June 1995), and all other guidance used by EPA in conducting an RA (Attachment 3).

The RA implementation shall be specifically based on the implementation of the technologies addressed in the final remedial design dated March 2011. The RA shall be complete when the contractor meets the cleanup criteria stated in the September 23, 2009, ROD.

This SOW and accompanying work breakdown structure (WBS) (Attachment 2) is provided as a format for the contractor to structure its proposed approach and cost estimate. Select and develop the appropriate components found in the SOW and WBS to successfully meet the requirements of this Task Order. Use the WBS in cost estimate preparation, and technical and cost tracking and reporting under this task order.

In conducting the Task Order, EPA expects the contractor to propose and implement the most appropriate and cost-effective procedures and methodologies using accepted engineering practices and controls. Throughout the performance of this Task Order, the EPA expects the contractor to be responsible for performing services and providing products at the lowest reasonable cost. If the contractor fails to meet the requirements within the negotiated costs, the government may elect to provide the contractor with additional funds to complete the Task Order without providing any additional fee. If there are changes to the SOW by the government, the government will issue a formal amendment to the SOW and negotiate the cost of the amendment with the contractor to form a new cost estimate.

A summary of the major deliverables and schedule for submittals is in Attachment 1. Submit the major deliverables using the Transmittal of Documents for Acceptance by EPA Form (Attachment 4). The EPA Task Order Manager (TOM)/Contracting Officer Representative (COR) will track deliverables submitted by the contractor using the Transmittal Register (Attachment 5).

Communicate at least weekly with the COR, either in face-to-face meetings or through conference calls. Document all decisions that are made in meetings and conversations with EPA. Forward this documentation to the COR within seven working days of the meeting or conversation.

EPA will provide oversight of contractor activities throughout the RA. EPA review and approval of deliverables is a tool to assist this process and to satisfy, in part, EPA's responsibility to provide effective protection of public health, welfare, and the environment. EPA will review deliverables, including specific deliverables from the subcontractor(s) to the RA contractor, to assess the likelihood that the RA will achieve its remediation goals and that its performance and operations requirements have been met. Acceptance of plans and design-required submittals (i.e., shop drawings, design details) by EPA does not relieve the RA contractor or any subcontractor(s) from the adequacy of their deliverables or their professional responsibilities.

## RECORD KEEPING REQUIREMENTS

Maintain all technical and financial records for the RA in accordance with the contract. At the completion of the task order, submit an official record of the RA in both compact disk and a hardcopy to the TOM/COR. Provide the deliverables using electronic media.

## US EPA PRIMARY CONTACT

The primary contact for this task order is Scott Miller. He can be reached at (404) 562-9120, via facsimile at (404) 562-8896, or via e-mail at [miller.scott@epa.gov](mailto:miller.scott@epa.gov). His mailing address is US EPA Region 4, 61 Forsyth Street, Atlanta, GA 30303. The secondary contact is Charles Swan. He can be reached at (404) 562-8848, via facsimile (404) 562-8896, or via e-mail at [swan.charles@epa.gov](mailto:swan.charles@epa.gov). His mailing address is US EPA Region 4, 61 Forsyth Street, Atlanta, GA 30303.

## TASK ORDER COMPLETION DATE AND PROJECT CLOSEOUT

At the completion of the task order, perform all necessary project closeout activities as specified in the contract. These activities include closing out any subcontracts, indexing and consolidating project records and files as required above, and providing a technical and financial closeout report to EPA. The goal is to complete all technical activities and closeout activities for this task order by March 30, 2014.

## RA Work Planning

### WORK PLAN

WBS: 1.1

Prepare and submit a RA work plan that includes a detailed description of implementation activities, performance monitoring, and overall management strategy, including optimization, for the RA. Typical activities involved in preparing the work plan include, but are not limited to, the following:

- X Contacting the Task Order Manager (TOM)/Contracting Officer Representative (COR) within five calendar days after receipt of the task order to schedule the scoping meeting to be held at the U.S. EPA Region 4 Office in Atlanta, GA. Contact the TOM/COR to schedule this meeting at least five working days before the proposed meeting date.
- X Preparing and submitting a final RA work plan within 20 calendar days after the scoping meeting. The work plan shall include a detailed description of the technical approach for the completion of RA activities in accordance with the record of decision, issued on September 23, 2009. Specify the necessary procedures, inspections, deliverables, and schedules. Include a comprehensive implementation management schedule for completion of each major activity and submittal.

- X Preparing the estimated cost to complete the task order, including subcontractor costs, for each element of the SOW; providing a breakdown of the cost by task and subtask levels, in accordance with the contract work breakdown structure (WBS).
- X Negotiating and preparing a revised work plan, if the contractor fails to meet the Region's minimum standards. Note that EPA does not anticipate a need to re-negotiate with the contractor nor to require the contractor to revise the work plan. Contractor costs associated with the preparation of the revised work plan and cost estimate shall be paid by the government but shall not bear fee.
- X Providing conflict of interest disclosure.

## SITE-SPECIFIC PLANS

WBS: 1.2

Review all existing site-specific plans and prepare, update, and/or maintain plans, as necessary, for RA implementation. Incorporate the plans and procedures received from any subcontractor(s) into the overall site plans. Should the contractor fail to meet the required standards in accordance with the appropriate legal, regulatory, and EPA guidance, prepare revised site-specific plans. (NOTE: In that event, contractor costs associated with the preparation of the revised site-specific plans shall be paid by EPA but shall not bear fee.) Typical plans include, but are not limited to, the following:

- X Sampling and Analysis Plan (SAP) in accordance with 40 CFR 300.415(b)(4)(ii) if necessary.
- X Field Sampling Plan (FSP) in accordance with 40 CFR 300.415(b)(4)(ii) if necessary.
- X Quality Assurance Project Plan (QAPP) in accordance with *EPA Requirements for QA Project Plans* (QA/R-5). Office of Environmental Information. EPA/240/B-01/003, March 2001 if necessary.
- X Site-specific Health and Safety Plan (HSP) that specifies employee training, protective equipment, medical surveillance requirements, standard operating procedures, and a contingency plan in accordance with 29 CFR 1910.120(l)(1) and (l)(2). NOTE: The RD HSP may be modified for use if appropriate.

## Project Management and Reporting

### PROJECT MANAGEMENT

WBS: 1.4

Perform activities required to effectively manage the task order. These activities typically include, but are not limited to, the following:

- X Monitoring costs and progress.
- X Preparing and submitting monthly progress reports that document monthly and cumulative cost, performance status, and technical progress.
- X Preparing and submitting monthly invoices in accordance with the level of detail as specified in the contract.
- X Manage, track, and report status of site-specific equipment.
- X Participating in meetings and preparing and submitting meeting summaries.
- X Accommodate any external audit or review mechanism that EPA shall require.
- X Evaluating existing data, including usability, when directed by EPA.

- X Coordinating with local and emergency response teams.
- X Reviewing background documents as directed by EPA.

## **RA Subcontract Award**

### **PROCUREMENT OF SUBCONTRACT (PB)**

WBS: 3

Solicit, evaluate, select, and award the necessary subcontract(s) to implement the RA under this task. The contractor must adhere to Federal Acquisition Regulation (FAR), EPA Acquisition Regulation (EPAAR), and contract specific subcontracting requirements in procuring subcontractor(s). To the maximum extent practicable, the types of subcontracts procured shall follow performance-based contracting (PBC) methods. The tasks to be performed shall be determined by the contractor's technical approach as detailed in the work plan. These tasks include, but are not limited to, the following:

- X Prebid (Pre-solicitation) Activities
  - S Duplication and distribution of contract documents
  - S Advertising/soliciting of bids
  - S Issuing addenda
  - S Holding Pre-bid (pre-solicitation) meetings
  - S Resolution of bidder (offeror) inquiries
  - S Holding On-site visits
  - S Compilation of contract documents
  - S Readvertise/Resolicit bids/offers and repackage documents if necessary. [NOTE: All costs associated with the re-advertisement/resolicitation of subcontract(s) shall be paid by the Government, but shall bear no additional fee.]
- X Pre-Award/Award Activities.
  - S Receipt of bids (offers).
  - S Determination of responsive, responsible bidder/s (offeror/s).
  - S Bid (offer) tabulation and analysis.
  - S Receipt of follow-up items from lowest responsible bidder/s (offeror/s).
  - S Review of Equal Employment Opportunities (EEO), Minority Business Entrepreneurs (MBE) requirements, and Small, Disadvantaged Business Subcontracting Plans.
  - S Perform reference checks.
  - S Request consent from EPA.
  - S Award subcontract and issue notice of award.
- X Post-Award Activities.
  - S Attend post award meetings/preconstruction conference.
  - S Review permits, insurance, bonds, certificates, and documentation required by the specifications.
  - S Review and approve subcontractor's measurement and payment schedule.
  - S Establish guidelines for payment of items delivered by not yet installed.
  - S Review subcontractor activity schedule.
- X Submittal review and preparation of Notice to Proceed (NTP).
  - S Establish procedures for review of submittals.
  - S Review subcontractor submittals.
  - S Issue Notice To Proceed.
- X Reviewing revisions/addendum to subcontractor submittals (optional).

## MANAGEMENT SUPPORT (MS)

WBS: 4

Manage and monitor the subcontract(s) required to implement the RA. Institute procedures, monitor progress, and maintain systems and records to ensure that the work proceeds according to requirements specified in the contract documents. Typical activities include, but are not limited to, the following:

- X Providing financial management including review and approval of invoices, subcontract modifications, and task order amendments to include direct cost of change orders/financial tracking; and maintain a code of accounts and/or WBS for cost/schedule reporting purposes.
- X Providing cost monitoring including weekly and monthly cost tracking. Analyze progress payments and make recommendations including retaining and deviation from projected rates of expenditure.
- X Monitoring subcontractor compliance with the Davis-Bacon Act and related requirements.
- X Providing engineering support including review of field logs, attending biweekly/weekly/monthly meetings, and providing supplemental support for field change requests, value engineering change and system optimization proposals, non-conformance reports issued by resident engineer, and re-design activities.
- X Managing, tracking, and reporting the status of all government-furnished equipment and contractor-acquired property in accordance with contract requirements

## RA Implementation Management

### DETAILED RESIDENT INSPECTION (Resident Engineer) (RI)

WBS: 5

Provide field supervision associated with the monitoring and documentation of the work being done at the site in accordance with the design and all subcontracts documents (e.g., drawings, specifications and plans) and ensure the implementation of the remedial action at the site is protective of human health and the environment. Typical activities include, but are not limited to, the following:

- X Conducting/attending progress meetings.
- X Maintaining field logs and daily diaries.
- X Providing advice on what is intended by subcontract documents.
- X Preparing sketches to reflect field conditions.
- X Checking construction drawings submitted by construction subcontractors for compliance with design concept.
- X Preparing reports on inspections.
- X Making final inspection and preparing report.
- X Monitoring, updating, and reporting construction progress.



- X Reviewing and recommending time extensions.
- X Coordinating with Home Office/Management Support.
- X Conducting regular Davis-Bacon Act interviews on-site. (The TOM/COR shall be informed regarding scheduling of such interviews so that he/she can be present on site.)
- X Reviewing and recommending action on value engineering change proposals.
- X Reviewing and making recommendations for changes.
- X Providing advice on need and cost of proposed change orders.
- X Providing assistance in prevention and resolution of subcontractor claims.
- X Recommending approval or rejection of construction schedules.
- X Performing field testing, recommending action on health and safety considerations (e.g., site safety plan), monitoring quality control procedures.

#### ANALYTICAL SUPPORT AND DATA VALIDATION (AN)

WBS: 6

Schedule, coordinate, track, and oversee sample analyses and validate analytical data. Typical activities include, but are not limited to, the following:

- X Collecting, preparing, and shipping environmental samples in accordance with the Field Sampling Plan (FSP). The following types of sampling shall be required:
  - Field screening
  - Ground water sampling
  - Surface and subsurface soil sampling
  - Air monitoring and sampling
- X Developing data quality objectives (DQO) for each sampling event; these DQOs shall be the determinative factor for assessing the success or failure of the sampling.
- X Requesting, obtaining, and performing oversight of analytical services in compliance with EPA requirements.
- X Coordinating with the EPA Sample Management Office (SMO), the Regional Sample Control Coordinator (RSCC), and/or the Environmental Services Division (ESD) regarding analytical support, data validation, and quality assurance issues.
- X Implementing the EPA-approved laboratory quality assurance program that provides oversight of in-house and subcontracted laboratories through periodic performance evaluation sample analyses and/or on-site audits of operations and has a system of corrective actions.
- X Providing sample management including chain of custody procedures, information management, sample retention, and 10-year data storage.
- X Performing data validation, the process by which the quality of the data, the defensibility of the data, and the chain of custody are verified. Performing data validation in accordance with Regional guidelines.
- X Reviewing data for usability for its intended purpose.

- X Providing reports on data validation and usability.

#### RA IMPLEMENTATION (SUBPOOL ACTIVITIES) (AI)

WBS: 8

Manage and oversee the RA elements implemented by subcontractor(s) at the site in accordance with the O&M plan, the design, and all subcontract(s) documents (drawings, specifications and plans). Typical activities include, but are not limited to, the following:

- X Site-specific preparation: Securing the site and establishing an operations area, including laying out of clean zone, waste/stage handling areas, and decontamination areas if required
- X Implementation of the RA in accordance with the O&M plan, the design, and the subcontract plans and specifications.
  - Treatment for stabilization of contaminated debris/soil including TCLP testing for disposal
  - Off-site disposal of non-hazardous and/or hazardous debris/soil
  - Confirmatory sampling under debris pile
  - Backfilling with clean soil if necessary
  - Fencing the containment cell area and other miscellaneous fence gaps and gate repairs.
  - Grading, seeding and watering under debris pile
  - Cut grass in containment area and former operations area
  - Erosion control and watering the containment cell if necessary

#### PROJECT PERFORMANCE (PJ)

WBS: 10

Perform all activities necessary to ensure the RA implemented at the site is in accordance with the design and O&M plan and all subcontractor documents. Typical activities include, but are not limited to, the following:

- X Conducting pre start-up check out
  - X Reviewing O&M manual.
  - X Describing and analyzing potential operating problems.
  - X Supporting training operation and maintenance of O&M staff, including State personnel.
  - X Advising on conformity to applicable performance and operations requirements.
  - X Determining cause of failure and developing corrective action report.
  - X Reviewing record development, laboratory procedures, process system, safety and emergency systems, and warranty files.
- X Evaluating equipment system performance, witness performance tests, gathering and testing samples.
- X For the one-year operational and functional period, operating and providing appropriate upkeep and maintenance of installed response action construction items including the facilities, equipment, and appropriate engineered controls such as fencing for the site in accordance with the O&M Manual and Sampling and Analysis Plan (SAP).
- X Operating and providing appropriate upkeep and maintenance of installed response action construction items including the facilities, equipment, and appropriate engineered controls such as fencing for the site in accordance with the O&M Manual and Sampling and Analysis Plan (SAP) for a time period as specified in the task order.
- X Updating the O&M Manual, as appropriate.

- X Conducting trend analyses and optimization studies to improve system efficiency and reduce operation cost of RA.

## **RA Completion**

### **PROJECT COMPLETION AND CLOSEOUT (PC)**

WBS: 11

Ascertain project completion and closeout of the subcontract(s) associated with the RA at the site. These tasks include but are not limited to, the following:

- X Demobilization of subcontractors.
- X Pre-final/Final Activities - Consolidation of project needs, pre-final/final inspection and certification, direct final project demobilization and make lockout inspection.
- X Final Payment/Punch List - Resolution/certification that project is complete according to plans and specifications. May involve trial periods, shakedown, test or trial runs/burns.
- X Submission of as-built drawings.
- X Updating the O&M Manual.
- X Preparing Remedial Action Report in accordance with Closeout Procedures for National Priorities List Sites OSWER Directive 9320.2-09A-P, January 2000.

### **TASK ORDER CLOSEOUT (CO)**

WBS: 12

Perform the necessary activities to close out the task order in accordance with contract requirements. Typical activities include but are not limited to, the following:

- X Packaging and returning documents to the government.
- X Duplicating/distribution/storage of files.
- X Archiving files in accordance with Federal Record Center requirements.
- X Preparing optical disk or other EPA-approved data storage technology.
- X Preparing the closeout report in accordance with Regional guidance or other procedures as specified in the task order. If the final hours/budget is greater than +/- 10% of the original approved work plan/task order hours/budget, the TOCR must describe the circumstances that explain why this occurred.

**Attachment 1 - Summary of Major Submittals for the Remedial Action at  
Camilla Wood Preserving Site**

<b>DELIVERABLE</b>	<b>NO. OF COPIES</b>	<b>DUE DATE (calendar days)</b>	<b>EPA REVIEW PERIOD</b>
Monthly Progress Reports	3	Monthly and as required in the contract	NA
Remedial Action Work Plan	3	20 calendar days after initiation of task order (TO)	30 days after receipt of work plan
Health and Safety Plan (HASP)	3	21 days after approval of RA work plan	30 days after receipt of plan
Sampling and Analysis Plan (SAP) (if necessary)	3	21 days after approval of RA work plan	30 days after receipt of plan
Quality Assurance Project Plan (QAPP) (if necessary)	3	21 days after approval of RA work plan	30 days after receipt of plan
Subcontract Consent Request	3	21 days after receipt of bids (offers)	10 days after receipt of subcontractor consent request
Field Documentation	1	TBD	NA
Data Evaluation/ Cleanup Status Report	3	Quarterly as specified by the COR	NA
Inspection Report	3	21 days after final inspection	NA
As-Built Resolution/ Certification (If necessary)	3	30 days after final inspection	NA
O&M Plan	3	30 days after approval of RA work plan	30 days after receipt of report
Remedial Action Report	3	30 days after final inspection	30 days after receipt of report
Closeout Report	3	30 days after final RA report submitted	30 days after receipt of report

DELIVERABLE	NO. OF COPIES	DUE DATE (calendar days)	EPA REVIEW PERIOD
Final Costs	3	90 days after task order closeout	NA

## **Attachment 2 - Work Breakdown Structure for Remedial Action**

### **Task 1 Project Planning and Support**

(PP)

- 1.1 Project planning.
  - 1.1.1 Attend scoping meeting.
  - 1.1.3 Develop Work Plan and cost estimate
  - 1.1.4 Negotiate Work Plan and Cost Estimate.
  - 1.1.5 Provide conflict of interest disclosure.
  - 1.1.6 Prepare Health and Safety Plan (HASP) (Prime Contractor).
- 1.2 Prepare, review, and revise the site-specific plans required to implement the RA at the site.
  - 1.2.2 Sampling and Analysis Plan (SAP) if necessary.
  - 1.2.3 Field Sampling Plan (FSP) if necessary.
  - 1.2.4 Quality Assurance Project Plan (QAPP) if necessary.
  - 1.2.6 Health and Safety Plan (HASP) (incorporating subcontractor's Health and Safety Plan/s).
- 1.4 Project management. (10 months)
  - 1.4.1 Monitor costs and prepare periodic status reports.
  - 1.4.2 Participate in meetings/communicate routinely/prepare meeting notes.
  - 1.4.3 Manage, track, and report status of site-specific equipment.
  - 1.4.4 Accommodate any external audit or review mechanism that EPA shall require.
  - 1.4.5 Evaluate existing data, including usability, when directed by EPA.
  - 1.4.6 Coordinate with local and emergency response teams.
  - 1.4.7 Review background documents as directed by EPA.
  - 1.4.8 Attend EPA-held training.

### **Task 3 Procurement of Subcontract(s)**

(PB)

- 3.1 Prebid (pre-solicitation) activities.
  - 3.1.1 Duplicate and distribute contract documents.
  - 3.1.2 Advertise/solicit bids.
  - 3.1.3 Issue addenda.
  - 3.1.4 Hold pre-bid meetings.
  - 3.1.5 Resolve (offeror) inquiries.
  - 3.1.6 Hold on-site visits.
  - 3.1.7 Compile contract documents.
  - 3.1.8 Readvertise/resolicit bids, if necessary.
- 3.2 Preaward/Award activities.
  - 3.2.1 Receive bids (offers).
  - 3.2.2 Determine responsive, responsible bidders (offerors).
  - 3.2.3 Tabulate and analyze bid (offer).
  - 3.2.4 Receive follow-up items from lowest responsible bidder/s (offeror/s).
  - 3.2.5 Review Equal Employment Opportunities (EEO), Minority Business Entrepreneurs (MBE) Requirements, Small Disadvantaged Business (SDB) Subcontracting Plans.
  - 3.2.6 Perform reference checks.
  - 3.2.7 Request consent from EPA.
  - 3.2.8 Award subcontract.
  - 3.2.9 Issue notice of award.
- 3.3 Post award activities.
  - 3.3.1 Attend post award meetings/preconstruction conference.
  - 3.3.2 Review permits, insurance, bonds, certificates, and documentation required by the specifications.
  - 3.3.3 Review and approve RA subcontractor's measurement and payment schedule.
  - 3.3.4 Establish guidelines for payment of items delivered but not yet installed.
  - 3.3.5 Review subcontractor activity schedule.
- 3.4 Submittal review/notice to proceed.
  - 3.4.1 Establish procedures for review of submittals.

- 3.4.2 Review subcontractor submittals.
- 3.4.3 Issue Notice To Proceed.
- 3.5 Review revisions/addendum to subcontractor submittals (optional).

#### **Task 4 Management Support**

(MS)

- 4.1 Financial management.
  - 4.1.1 Review and approve invoices, subcontract modifications, and Task Order amendments to include direct cost of change orders/financial tracking.
  - 4.1.2 Maintain a code of accounts and/or WBS for cost/schedule reporting purposes.
- 4.2 Cost monitoring.
  - 4.2.1 Weekly and monthly tracking.
  - 4.2.2 Analyze progress payments and make recommendations including retaining and deviation from projected rates of expenditure.
  - 4.2.3 Monitor subcontractor compliance with Davis-Bacon Act and related requirements.
- 4.3 Engineering support.
  - 4.3.1 Review field logs, etc.
  - 4.3.2 Attend biweekly/weekly/monthly meetings.
  - 4.3.3 Provide supplemental engineering support for field change requests.
  - 4.3.4 Evaluate value engineering change and system optimization proposals.
  - 4.3.5 Evaluate non-conformance reports issued by resident engineer.
  - 4.3.6 Implement re-design activities.

#### **Task 5 Detailed Resident Inspection (Resident Engineer)**

(RI)

- 5.1 Conduct/attend progress meetings.
- 5.2 Maintain field logs and daily diaries.
  - 5.2.1 Provide advice on what is intended by subcontract documents.
  - 5.2.2 Prepare sketches to reflect field conditions.
  - 5.2.3 Check drawings submitted by subcontractors for compliance with O&M plan and design concept.
  - 5.2.4 Prepare reports on inspections.
  - 5.2.5 Make final inspection and prepare report.
  - 5.2.6 Monitor, update, and report progress.
  - 5.2.7 Review and recommend time extensions.
  - 5.2.8 Coordinate with home office/management support.
  - 5.2.9 Conduct regular Davis-Bacon Act interviews on site. (The TOM/COR shall be informed regarding scheduling of such interviews so that he/she can be present on site.)
- 5.3 Review and recommend action on value engineering change and/or system optimization proposals.
  - 5.3.1 Review and make recommendations for changes.
  - 5.3.2 Provide advice on need and cost of proposed change orders.
  - 5.3.3 Provide assistance in prevention and resolution of subcontractor claims.
  - 5.3.4 Recommend approval or rejection of construction schedules.
- 5.4 Perform field testing.
- 5.5 Recommend action on health and safety considerations (e.g. site safety plan).
- 5.6 Monitor quality control procedures.

#### **Task 6 Analytical Support and Data Validation**

(AN)

- 6.1 Collect, prepare, and ship environmental samples in accordance with the Field Sampling Plan (FSP).
  - 6.1.1 Field screening.
  - 6.1.2 Ground water sampling.
  - 6.1.3 Surface and subsurface soil sampling.
  - 6.1.4 Surface water and sediment sampling.
  - 6.1.5 Air monitoring and sampling.
  - 6.1.7 Other types of media sampling and screening.
- 6.2 Develop performance or acceptance criteria (such as data quality objectives (DQO)) for each sampling event; these criteria shall be the determinative factor for assessing the success or failure of the sampling.

- 6.3 Request, obtain, and perform oversight of analytical services in compliance with EPA requirements.
- 6.4 Coordinate with the EPA Sample Management Office (SMO), the Regional Sample Control Coordinator (RSCC), and/or the Environmental Services Division (ESD) regarding analytical support, data validation, and quality assurance issues.
- 6.5 Implement the EPA-approved laboratory quality assurance program that provides oversight of in-house and subcontracted laboratories through periodic performance evaluation sample analyses and/or on-site audits of operations and has a system of corrective actions.
- 6.6 Provide sample management including chain of custody procedures, information management, sample retention, and 10-year data storage.
- 6.7 Perform data validation, the process by which the quality of the data, the defensibility of the data, and the chain of custody are verified. Perform data validation in accordance with Regional guidelines.
- 6.8 Review data for usability for its intended purpose.
- 6.9 Provide reports on data validation and usability.

**Task 8 RA Implementation (Subpool Activities)**

(AI)

- 8.1 Site-specific preparation.
- 8.2 Implementation of the RA.

**Task 10 Project Performance**

(PJ)

- 10.1 Conduct pre-startup check out.
  - 10.1.1 Review O&M manual.
  - 10.1.2 Describe and analyze potential operating problems.
  - 10.1.4 Advise on conformity to applicable performance and operations requirements.
  - 10.1.5 Determine cause of failure and develop corrective action report.
  - 10.1.6 Review record development, laboratory procedures, process system, safety and emergency systems, and warranty files.
- 10.2 Evaluate equipment system performance, witnessing performance tests, gathering and testing samples.
- 10.3 For the one-year operational and functional period, operate and provide appropriate upkeep and maintenance of installed response action construction items.
- 10.4 Update the O&M Manual, as appropriate.
- 10.5 Conduct trend analyses and optimization studies.

**Task 11 Project Completion and Closeout**

(PC)

- 11.1 Demobilization of subcontractors.
- 11.2 Conduct re-final/final activities.
- 11.3 Consolidate project needs, pre-final/final inspection and certification, direct final project demobilization and make lockout inspection.
- 11.4 Review final payment/punch list.
- 11.5 Resolution/certification that project is complete according to plans and specifications.
- 11.6 Submission of as-built drawings.
- 11.7 Update O&M Manual.
- 11.9 Assist in transfer of project to the state upon the determination that the project is Operational and Functional (O&F).
- 11.10 Prepare Remedial Action Report.

**Task 12 Task Order Closeout**

(CO)

- 12.1 Package and return documents to the government.
- 12.2 Duplicate, distribute, and store files.
- 12.3 Archive files in accordance with Federal Record Center requirements.
- 12.4 Produce optical disk or other EPA-approved storage format.
- 12.5 Prepare the Task Order Closeout Report (TOCR).



### Attachment 3 - Regulations and Guidance Documents

Although not comprehensive, the following list comprises many of the regulations and guidance documents that apply to the RD process:

1. *CERCLA Compliance with Other Laws Manual*, Two Volumes, U.S. EPA, Office of Emergency and Remedial Response, OSWER Directive No. 9234.1-01 and -02, August 1988 (DRAFT).
2. *Community Relations in Superfund C A Handbook*, U.S. EPA, Office of Emergency and Remedial Response, OSWER Directive No. 9230.0-3C, January 1992.
3. *The Data Quality Objectives for Process of Superfund: Interim Final Guidance*, U.S. EPA, Office of Emergency and Remedial Response and Office of Waste Programs Enforcement, EPA/540/R-93/071, September 1993.
4. *Guidance on Expediting Remedial Design and Remedial Actions*, EPA/540/G-90/006, August 1990.
5. *Guidance on Remedial Actions for Contaminated Ground Water at Superfund Sites*, U.S. EPA Office of Emergency and Remedial Response (DRAFT), OSWER Directive No. 9283.1-2.
6. *Guide to Management of Investigation-Derived Wastes*, U.S. EPA, Office of Solid Waste and Emergency Response, Publication 9345.3-03FS, January 1992.
7. *Interim Guidance on Compliance with Applicable of Relevant and Appropriate Requirements*, U.S. EPA, Office of Emergency and Remedial Response, OSWER Directive No. 9234.0-05, July 9 1987.
8. *National Oil and Hazardous Substances Pollution Contingency Plan*; Final Rule, Federal Register 40 CFR Part 300, March 8, 1990.
9. *Permits and Permit Equivalency Processes for CERCLA On-site Response Actions*, OSWER Directive 9355.7-03, February 19, 1992.
10. *Procedures for Completion and Deletion of NPL Sites*, U.S. EPA, Office of Emergency and Remedial Response, OSWER Directive No. 9320.2-3A, April 1989.
11. *Quality in the Constructed Project: A Guideline for Owners, Designers and Constructors*, Volume 1, Preliminary Edition for Trial Use and Comment, American Society of Civil Engineers, May 1988.
12. *Remedial Design/Remedial Action (RD/RA) Handbook*, U.S. EPA, Office of Solid Waste and Emergency Response (OSWER) 9355.0-04B, EPA 540/R-95/059, June 1995.
13. *Scoping the Remedial Design* (Fact Sheet), OSWER Publ. 9355-5-21 FS, February 1995.
14. *Standards for the Construction Industry*, Code of Federal Regulations, Title 29, Part 1926, Occupational Health and Safety Administration.
15. *Standards for General Industry*, Code of Federal Regulations, Title 29, Part 1910, Occupational Health and Safety Administration.
16. *Superfund Guidance on EPA Oversight of Remedial Designs and Remedial Actions Performed by Potentially Responsible Parties*, EPA/540/G-90/001, April 1990.
17. *Superfund Response Action Contracts* (Fact Sheet), OSWER Publ. 9242.2-08FS, May 1993.
18. *Treatability Studies Under CERCLA*, Final. U.S. EPA, Office of Solid Waste and Emergency Response, EPA/540/R-92/071a, October 1992.
19. *Value Engineering* (Fact Sheet), U.S. EPA, Office of Solid Waste and Emergency Response, Publication 9355.5-03FS, May 1990.

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See the following guidance documents for more information on performance-based contracting:

20. *A Guide to Best Practices for Performance-Based Service Contracting*, Office of Federal Procurement Policy, April 1996.
21. *A Guide to Best Practices for Performance-Based Service Contracting*, Final Edition, Office of Federal Procurement Policy, October 1998.
22. *Performance-Based Contracting* (Fact Sheet), U.S. EPA, Office of Emergency and Remedial Response, Draft February 1999.
23. *Policy Letter 91-2*, To The Heads of Executive Agencies and Departments, April 9, 1991.

## Attachment 4 - Transmittal of Documents for Acceptance by EPA

TRANSMITTAL OF DOCUMENTS FOR ACCEPTANCE BY EPA		DATE:	TRANSMITTAL NO.
TO:		FROM:	<input type="checkbox"/> New Transmittal <input type="checkbox"/> Resubmittal of Transmittal No. _____
SUBTASK NO.	DELIVERABLE	NO. OF COPIES	REMARKS
ACCEPTANCE ACTION			
DOCUMENTS FOUND ACCEPTABLE (LIST BY SUBTASK NO.)		NAME/TITLE/SIGNATURE OF REVIEWER  DATE	

[illegible]

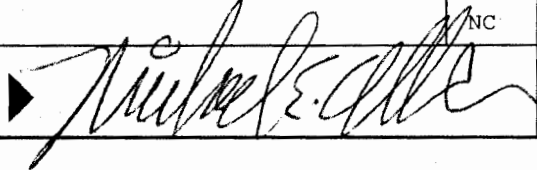


# ORDER FOR SUPPLIES OR SERVICES

PAGE OF PAGES

1 3

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

1. DATE OF ORDER 09/14/2012		2. CONTRACT NO. (If any) EP-S4-09-02		6. SHIP TO: a. NAME OF CONSIGNEE Region 4				
3. ORDER NO. 0068		4. REQUISITION/REFERENCE NO. PR-R4-12-00581		b. STREET ADDRESS US Environmental Protection Agency Atlanta Federal Center 61 Forsyth Street, SW				
5. ISSUING OFFICE (Address correspondence to) Region 4 US Environmental Protection Agency Atlanta Federal Center 61 Forsyth Street, SW Atlanta GA 30303-3104		c. CITY Atlanta		d. STATE GA	e. ZIP CODE 30303-3104			
7. TO: NA		f. SHIP VIA		8. TYPE OF ORDER <input type="checkbox"/> a. PURCHASE <input checked="" type="checkbox"/> b. DELIVERY				
a. NAME OF CONTRACTOR BLACK & VEATCH SPECIAL PROJECTS CORP.		b. COMPANY NAME		REFERENCE YOUR:  Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet, if any, including delivery as indicated.				
c. STREET ADDRESS 6601 COLLEGE BOULEVARD		d. CITY Overland Park		e. STATE KS	f. ZIP CODE 66211			
9. ACCOUNTING AND APPROPRIATION DATA See Schedule		10. REQUISITIONING OFFICE Reconstruct Originating Office						
11. BUSINESS CLASSIFICATION (Check appropriate box(es)) <input type="checkbox"/> a. SMALL <input checked="" type="checkbox"/> b. OTHER THAN SMALL <input type="checkbox"/> c. DISADVANTAGED <input type="checkbox"/> d. WOMEN-OWNED <input type="checkbox"/> e. HUBZone <input type="checkbox"/> f. SERVICE-DISABLED VETERAN-OWNED <input type="checkbox"/> g. WOMEN-OWNED SMALL BUSINESS (WOSB) ELIGIBLE UNDER THE WOSB PROGRAM <input type="checkbox"/> h. EDWOSB		12. F.O.B. POINT Destination						
13. PLACE OF a. INSPECTION Destination		b. ACCEPTANCE Destination		14. GOVERNMENT B/L NO.		15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date)		
16. DISCOUNT TERMS		17. SCHEDULE (See reverse for Rejections)						
ITEM NO. (a)	SUPPLIES OR SERVICES (b)			QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	DUNS Number: 603168931 Sonford Product Superfund Site (RA) See Attached SOW. Task Order Type: Fixed Price TOPO: Keriema Newman Max Expire Date: 09/30/2014 Continued ...							
18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.		17(h) TOTAL (Cont. pages)		
21. MAIL INVOICE TO:								
a. NAME RTP Finance Center						\$40,000.00		
b. STREET ADDRESS (or P.O. Box) US Environmental Protection Agency RTP-Finance Center Mail Drop D143-02 109 TW Alexander Drive						\$40,000.00		
c. CITY Durham		d. STATE NC	e. ZIP CODE 27711			17(i) GRAND TOTAL		
22. UNITED STATES OF AMERICA BY (Signature) 		23. NAME (Typed) Michael E. Allen		TITLE: CONTRACTING/ORDERING OFFICER				

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Prescribed by GSA/FAR 48 CFR 53.213(f)

**ORDER FOR SUPPLIES OR SERVICES**  
**SCHEDULE - CONTINUATION**

PAGE NO

2

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER

CONTRACT NO.

09/14/2012

EP-S4-09-02

ORDER NO.

0068

ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
0001	<p>Admin Office: Region 4 US Environmental Protection Agency Atlanta Federal Center 61 Forsyth Street, SW Atlanta GA 30303-3104</p> <p>Accounting Info: 12-T-4AD0R-303DD2-2505-04J5RA01-C001-124ADT2 078-001 BFY: 12 Fund: T Budget Org: 4AD0R Program (PRC): 303DD2 Budget (BOC): 2505 Job #: 04J5RA01 Cost: C001 DCN - Line ID: 124ADT2078-001 Period of Performance: 09/13/2012 to 09/30/2014</p> <p>SONFORD PRODUCTS REMEDIAL ACTION</p> <p>The obligated amount of award: \$40,000.00. The total for this award is</p>				40,000.00	

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$40,000.00

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OPTIONAL FORM 348 (Rev. 4/2006)

Prescribed by GSA FAR (48 CFR) 53.213(f)

**STATEMENT OF WORK  
FOR REMEDIAL ACTION (RA)  
Sonford Products Site OU1  
August 20, 2012**

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**RAC II MODEL STATEMENT OF WORK  
FOR REMEDIAL ACTION  
Sonford Products Superfund Site  
Flowood, Rankin County, Mississippi  
August 20, 2012**

Contract No: EP-S4-09-02  
Task Order No: 068-RARA-04J5

**Introduction**

**PURPOSE**

The purpose of this task order is to complete implementation of the remedial action (RA) for Operable Unit One (OU1) at the Sonford Products site, in accordance with the objectives of the remedial design (RD). This statement of work (SOW) sets forth the framework and requirements for this effort. The OU1 record of decision (ROD), issued on September 24, 2009, defines the selected remedy. The RA is the implementation phase of site remediation or construction of the remedy, including necessary operation and maintenance (O&M), performance monitoring, and any special requirements. The RA is based on the RD, which is designed to achieve the remediation goals specified in the ROD. Implementation of the RA involves the procurement of subcontractor(s) and management activities, in addition to technical engineering services. The goal for completion of this RA is to implement a successful phase of NAPL removal involving the use of multiphase extraction coupled with thermal enhancement if needed. This is in support of the remedial component described by the following "free-product may be extracted with dedicated extraction wells if free-product NAPL is present at sufficiently large volumes to allow collection."

**SITE DESCRIPTION**

The Sonford Products Superfund Site Operable Unit (OU) 1 (Site) is located at 3506 Payne Drive, in Flowood, Rankin County, Mississippi. The Site is identified in CERCLIS as MSD865556388. The Record of Decision (ROD) is issued by the U.S. Environmental Protection Agency (EPA), the lead agency for site activities, and the Mississippi Department of Environmental Quality (MDEQ), the support agency. EPA has not located a potentially responsible party who is available or financially viable to conduct the remediation. Thus, EPA is currently handling the Site as fund lead. Figure 1 is a site location map.

The Site is comprised of two separate parcels, the Sonford Products parcel and the adjacent undeveloped parcel. The Site including both parcels is approximately six acres in size. The coordinates of the center of the Site are 32° 17' 32" North latitude and 90° 8' 32" West longitude. The former Sonford Products parcel is relatively flat, mostly covered with pea gravel and clear of vegetation, and actively used for industrial purposes. This parcel is currently leased by a company that manufactures concrete septic tanks. The septic tanks along with heavy machinery are used and stored at the Site. The Site is bounded on the west by Gulf South Pipeline right of way, the pipeline is comprised of a 12-inch steel high-pressure natural gas pipeline installed in the 1940's. The gas pipeline is bounded on the west by an active rail line, and beyond the rail line lays an older neighborhood of homes and trailers in a mixed state of repair. The direction of groundwater flow is west – northwest toward the residential area. Groundwater flow crosses both the gas line and rail line right of ways. The active rail line separates the Site from the adjacent residential area. The other parcel immediately south of the Sonford Products parcel is an undeveloped lot. The undeveloped parcel is heavily forested and is not in use. A chain link fence surrounds the perimeter of both parcels. Both properties are surrounded primarily by forested wetlands and light industrial / commercial businesses in both northern and eastern directions.

The major components of the selected remedy for OU1 are listed below.

- Application of chemical oxidant-based product to onsite subsurface soil, residual



NAPL/source area zones, and onsite and offsite groundwater. The remedial design will document the number and location of chemical amendment injection points within the source area and downgradient dissolved plume area. Contact between chemical oxidant and contaminated media would induce chemical degradation of contaminants. Multiple oxidant injection applications will be repeated, if necessary.

- Treatment of offsite shallow groundwater (in-situ) using enhanced bioremediation technology. Amendment(s) injected into the contaminated groundwater zone would enhance the subsurface geochemistry to promote microbial growth and metabolism. The remedial design will document the number and location of amendment injection points within the downgradient dissolved plume area. Multiple injection applications will be repeated, as necessary.
- The existing monitoring well system can be supplemented (if necessary) with additional monitoring wells to ensure adequate coverage of contaminated groundwater plume.
- Monitoring of onsite and offsite groundwater would provide feedback on the progress of contaminant mass / concentration reduction by the chemical oxidation and in-situ bioremediation process.
- Free-product may be extracted with dedicated extraction wells if free-product NAPL is present at sufficiently large volumes to allow collection.
- Implementation and monitoring of institutional controls will be included as a remedy component.

## GENERAL REQUIREMENTS

This is a task order that requires the contractor to complete an RA that meets the objectives and performance criteria specified in the ROD issued on September 24<sup>th</sup>, 2010, and the RD September 30, 2012 issued. Furnish all necessary and appropriate personnel, including subcontractors, materials, and services needed for, or incidental to, performing and completing the RA. The RA and associated deliverables under this task order shall be consistent with the RODs, the *Remedial Design/Remedial Action (RD/RA) Handbook* (U.S. EPA Office of Solid Waste and Emergency Response (OSWER) 9355.0-04B, EPA 540/R-95/059, June 1995), and all other guidance used by EPA in conducting an RA (Attachment 3).

The RA implementation shall be specifically based on the major components of the remedy, as set forth in the previous section. The RA shall be complete when the contractor constructs these components in the field to EPA's satisfaction.

This SOW and accompanying work breakdown structure (WBS) (Attachment 2) is provided as a format for the contractor to structure its proposed approach and cost estimate. Use the WBS in cost estimate preparation and technical and cost tracking and reporting under this task order.

In conducting the task order, EPA expects the contractor to propose and implement the most appropriate and cost-effective procedures and methodologies using accepted engineering practices and controls. Throughout the performance of this task order, the EPA expects the contractor to be responsible for performing services and providing products at the lowest reasonable cost. If the contractor fails to meet the requirements within the negotiated costs, the government may elect to provide the contractor with additional funds to complete the task order without providing any additional fee. If there are changes to the SOW by the government, the government will issue a formal amendment to the SOW and negotiate the cost of the amendment with the contractor to form a new cost estimate.

A summary of the major deliverables and schedule for submittals is in Attachment 1. Submit the major deliverables using the Transmittal of Documents for Acceptance by EPA Form (Attachment 4). The EPA Task Order Manager (TOM)/Contracting Officer Representative (COR) will track deliverables submitted by the contractor using the Transmittal Register (Attachment 5).

Communicate at least weekly with the TOM/COR, either in face-to-face meetings or through conference calls. Document all decisions that are made in meetings and conversations with EPA. Forward this documentation to the COR within five working days of the meeting or conversation.

EPA will provide oversight of contractor activities throughout the RA. EPA review and approval of deliverables is a tool to assist this process and to satisfy, in part, EPA's responsibility to provide effective protection of public health, welfare, and the environment. EPA will review deliverables, including specific deliverables from the subcontractor(s) to the RA contractor, to assess the likelihood that the RA will achieve its remediation goals and that its performance and operations requirements have been met. Acceptance of plans and design-required submittals (i.e., shop drawings, design details) by EPA does not relieve the RA contractor or any subcontractor(s) from the adequacy of their deliverables or their professional responsibilities.

#### RECORD KEEPING REQUIREMENTS

Maintain all technical and financial records for the RA in accordance with the contract. At the completion of the task order, submit an official record of the RA in both compact disk and a hardcopy to the TOM/COR. Provide the deliverables using electronic media.

#### US EPA PRIMARY CONTACT

The primary contact for this task order is Keriema S. Newman. She can be reached via email at [newman.keriema@epa.gov](mailto:newman.keriema@epa.gov). Her mailing address is US EPA Region 4, 61 Forsyth St., SW, Atlanta, Georgia, 30303.

#### TASK ORDER COMPLETION DATE AND PROJECT CLOSEOUT

At the completion of the task order, perform all necessary project closeout activities as specified in the contract. These activities include closing out any subcontracts, indexing and consolidating project records and files as required above, and providing a technical and financial closeout report to EPA. The goal is to complete all technical activities and closeout activities for this task order by September 30, 2014.

#### RA Work Planning

##### WORK PLAN

WBS: 1.1

Prepare and submit a RA work plan that includes a detailed description of implementation activities, performance monitoring, and overall management strategy, including optimization, for the RA. Typical activities involved in preparing the work plan include, but are not limited to, the following:

- X Contacting the Task Order Manager (TOM)/Contracting Officer Representative (COR) within five calendar days after receipt of the task order to schedule the scoping meeting to be held at the U.S. EPA Region 4 office in Atlanta, Georgia. Regional personnel will be available to meet with the contractor 20 to 30 calendar days after the initial scoping meeting to discuss and clarify any issues the contractor may have regarding this project. Contact the TOM/COR to schedule this meeting at least five working days before the proposed meeting date.
- X Preparing and submitting a final RA work plan within 45 calendar days after the scoping meeting. The work plan shall include a detailed description of the technical approach for the RA. Specify the necessary

procedures, inspections, deliverables, and schedules. Include a comprehensive implementation management schedule for completion of each major activity and submittal.

- X Preparing the estimated cost to complete the task order, including subcontractor costs, for each element of the SOW; providing a breakdown of the cost by task and subtask levels, in accordance with the contract work breakdown structure (WBS).
- X Negotiating and preparing a revised work plan, if the contractor fails to meet the Region's minimum standards. Note that EPA does not anticipate a need to re-negotiate with the contractor nor to require the contractor to revise the work plan. Contractor costs associated with the preparation of the revised work plan and cost estimate shall be paid by the government but shall not bear fee.
- X Providing conflict of interest disclosure.

#### SITE-SPECIFIC PLANS

WBS: 1.2

Review all existing site-specific plans and prepare, update, and/or maintain plans, as necessary, for RA implementation. Incorporate the plans and procedures received from any subcontractor(s) into the overall site plans. Should the contractor fail to meet the required standards in accordance with the appropriate legal, regulatory, and EPA guidance, prepare revised site-specific plans. (NOTE: In that event, contractor costs associated with the preparation of the revised site-specific plans shall be paid by EPA but shall not bear fee.) Typical plans include, but are not limited to, the following:

- X Site Management Plan.
- X Sampling and Analysis Plan (SAP) in accordance with 40 CFR 300.415(b)(4)(ii).
- X Field Sampling Plan (FSP) in accordance with 40 CFR 300.415(b)(4)(ii).
- X Quality Assurance Project Plan (QAPP) in accordance with *EPA Requirements for QA Project Plans* (QA/R-5). Office of Environmental Information. EPA/240/B-01/003, March 2001.
- X Contingency Plan.
- X Site-specific Health and Safety Plan (HSP) that specifies employee training, protective equipment, medical surveillance requirements, standard operating procedures, and a contingency plan in accordance with 29 CFR 1910.120(l)(1) and (l)(2). NOTE: The RD HSP may be modified for use if appropriate.

#### Project Management and Reporting

##### PROJECT MANAGEMENT

WBS: 1.4

Perform activities required to effectively manage the task order. These activities typically include, but are not limited to, the following:

- X Monitoring costs and progress.
- X Preparing and submitting monthly progress reports that document monthly and cumulative cost, performance status, and technical progress.
- X Preparing and submitting monthly invoices in accordance with the level of detail as specified in the contract.

- X Manage, track, and report status of site-specific equipment.
- X Participating in meetings and preparing and submitting meeting summaries.
- X Accommodating any external audit or review mechanism that EPA requires.
- X Evaluating existing data, including usability, when directed by EPA.
- X Coordinating with local and emergency response teams.
- X Reviewing background documents as directed by EPA.
- X Attending EPA-held training.

## COMMUNITY INVOLVEMENT (CR)

WBS: 2

Perform community involvement activities in support of EPA throughout the RA in accordance with the *National Oil and Hazardous Substances Pollution Contingency Plan* (NCP, 40 CFR Part 300) and the *Community Relations in Superfund - A Handbook*, (U.S. EPA, Office of Emergency and Remedial Response, OSWER Directive No. 9230.0-3C, January 1992). These tasks include, but are not limited to, the following:

- X Providing public meeting and/or open house support.
- X Preparing fact sheets, notices and other informational documents.
- X—
- X Preparing presentation materials.
- X—
- X Providing technical support to review Community Involvement deliverables and participate in public meetings.

## MANAGEMENT SUPPORT (MS)

WBS: 4

Manage and monitor the subcontract(s) required to implement the RA. Institute procedures, monitor progress, and maintain systems and records to ensure that the work proceeds according to requirements specified in the contract documents. Typical activities include, but are not limited to, the following:

- X Providing financial management including review and approval of invoices, subcontract modifications, and task order amendments to include direct cost of change orders/financial tracking; and maintain a code of accounts and/or WBS for cost/schedule reporting purposes.
- X Providing cost monitoring including weekly and monthly cost tracking. Analyze progress payments and make recommendations including retaining and deviation from projected rates of expenditure.
- X Monitoring subcontractor compliance with the Davis-Bacon Act and related requirements.
- X Providing engineering support including review of field logs, attending biweekly/weekly/monthly meetings, and providing supplemental support for field change requests, value engineering change and system optimization proposals, non-conformance reports issued by resident engineer, and re-design activities.
- X Managing, tracking, and reporting the status of all government-furnished equipment and contractor-acquired property in accordance with contract requirements.

## RA Subcontract Award

Solicit, evaluate, select, and award the necessary subcontract(s) to implement the RA under this task. The contractor must adhere to Federal Acquisition Regulation (FAR), EPA Acquisition Regulation (EPAAR), and contract specific subcontracting requirements in procuring subcontractor(s). To the maximum extent practicable, the types of subcontracts procured shall follow performance-based contracting (PBC) methods. The tasks to be performed shall be determined by the contractor=s technical approach as detailed in the work plan. These tasks include, but are not limited to, the following:

- X Prebid (Pre-solicitation) Activities
  - S Duplication and distribution of contract documents
  - S Advertising/soliciting of bids
  - S Issuing addenda
  - S Holding Pre-bid (pre-solicitation) meetings
  - S Resolution of bidder (offeror) inquiries
  - S Holding On-site visits
  - S Compilation of contract documents
  - S Readvertise/Resolicit bids/offers and repackage documents if necessary. [NOTE: All costs associated with the re-advertisement/resolicitation of subcontract(s) shall be paid by the Government, but shall bear no additional fee.]
- X Pre-Award/Award Activities.
  - S Receipt of bids (offers).
  - S Determination of responsive, responsible bidder/s (offeror/s).
  - S Bid (offer) tabulation and analysis.
  - S Receipt of follow-up items from lowest responsible bidder/s (offeror/s).
  - S Review of Equal Employment Opportunities (EEO), Minority Business Entrepreneurs (MBE) requirements, and Small, Disadvantaged Business Subcontracting Plans.
  - S Perform reference checks.
  - S Request consent from EPA.
  - S Award subcontract and issue notice of award.
- X Post-Award Activities.
  - S Attend post award meetings/preconstruction conference.
  - S Review permits, insurance, bonds, certificates, and documentation required by the specifications.
  - S Review and approve subcontractor=s measurement and payment schedule.
  - S Establish guidelines for payment of items delivered by not yet installed.
  - S Review subcontractor activity schedule.
- X Submittal review and preparation of Notice to Proceed (NTP).
  - S Establish procedures for review of submittals.
  - S Review subcontractor submittals.
  - S Issue Notice To Proceed.
- X Reviewing revisions/addendum to subcontractor submittals (optional).

## **RA Implementation Management**

### **DETAILED RESIDENT INSPECTION (Resident Engineer) (RI)**

WBS: 5

Provide field supervision associated with the monitoring and documentation of the work being done at the site in accordance with the design and all subcontract(s) documents (e.g., drawings, specifications and plans) and ensure the implementation of the remedial action at the site is protective of human health and the environment. Typical activities include, but are not limited to, the following:

- X Conducting/attending progress meetings.
- X Maintaining field logs and daily diaries.
- X Providing advice on what is intended by subcontract documents.
- X Preparing sketches to reflect field conditions.
- X Checking construction drawings submitted by construction subcontractors for compliance with design concept.
- X Preparing reports on inspections.
- X Making final inspection and preparing report.
- X Monitoring, updating, and reporting construction progress.
- X Reviewing and recommending time extensions.
- X Coordinating with Home Office/Management Support.
- X Conducting regular Davis-Bacon Act interviews on-site. (The TOM/COR shall be informed regarding scheduling of such interviews so that he/she can be present on site.)
- X Reviewing and recommending action on value engineering change proposals.
- X Reviewing and making recommendations for changes.
- X Providing advice on need and cost of proposed change orders.
- X Providing assistance in prevention and resolution of subcontractor claims.
- X Recommending approval or rejection of construction schedules.
- X Performing field testing, recommending action on health and safety considerations (e.g., site safety plan), monitoring quality control procedures.

### **ANALYTICAL SUPPORT AND DATA VALIDATION (AN)**

WBS: 6

Schedule, coordinate, track, and oversee sample analyses and validate analytical data. Typical activities include, but are not limited to, the following:

- X Collecting, preparing, and shipping environmental samples in accordance with the Field Sampling Plan (FSP). The following types of sampling shall be required:

- Field screening
  - Ground water sampling
  - Surface and subsurface soil sampling
  - Surface water and sediment sampling
  - Air monitoring and sampling
- X Developing data quality objectives (DQO) for each sampling event; these DQOs shall be the determinative factor for assessing the success or failure of the sampling.
  - X Requesting, obtaining, and performing oversight of analytical services in compliance with EPA requirements.
  - X Coordinating with the EPA Sample Management Office (SMO), the Regional Sample Control Coordinator (RSCC), and/or the Environmental Services Division (ESD) regarding analytical support, data validation, and quality assurance issues.
  - X Implementing the EPA-approved laboratory quality assurance program that provides oversight of in-house and subcontracted laboratories through periodic performance evaluation sample analyses and/or on-site audits of operations and has a system of corrective actions.
  - X Providing sample management including chain of custody procedures, information management, sample retention, and 10-year data storage.
  - X Performing data validation, the process by which the quality of the data, the defensibility of the data, and the chain of custody are verified. Performing data validation in accordance with Regional guidelines.
  - X Reviewing data for usability for its intended purpose.
  - X Providing reports on data validation and usability.

#### CLEANUP VALIDATION (CV)

WBS: 7

Provide quality assurance monitoring and documentation that the work being done at the site is in accordance with the design and all subcontract(s) documents (drawings, specifications and plans). These tasks include, but are not limited to, the following:

- X Sampling - Perform confirmatory sampling and analysis to include sample collection, shipping, analysis, and validation costs.
- X Preparing Cleanup Status Report - Development of a report at the request of the TOM/COR that describes the progress of the RA based upon sampling and analytical results.

#### RA IMPLEMENTATION (SUBPOOL ACTIVITIES) (AI)

WBS: 8

Manage and oversee the RA elements implemented by subcontractor(s) at the site in accordance with the O&M plan, the design, and all subcontract(s) documents (drawings, specifications and plans). Typical activities include, but are not limited to, the following:

- X Site-specific preparation: Securing the site and establishing an operations area, including laying out of clean zone, waste/stage handling areas, and decontamination areas if required
- X Implementation of the RA in accordance with the O&M plan, the design, and the subcontract plans and specifications.



- X Site-specific RA reserve. (change orders) (reserve usually 15% of estimated subcontract cost depending on nature of job) [NOTE: This subtask is for costs only - no hours should be reflected under this subtask, only dollars.]

#### REUSE PLANNING (RV)

WBS: 9

- X Provide necessary support that may be needed in order to support the documentation and implementation of institutional controls at the site.

#### PROJECT PERFORMANCE (PJ)

WBS: 10

Perform all activities necessary to ensure the RA implemented at the site is in accordance with the design and O&M plan and all subcontractor documents. Typical activities include, but are not limited to, the following:

- X Conducting pre start-up check out
  - X Reviewing O&M manual.
  - X Describing and analyzing potential operating problems.
  - X Supporting training operation and maintenance of O&M staff, including State personnel.
  - X Advising on conformity to applicable performance and operations requirements.
  - X Determining cause of failure and developing corrective action report.
  - X Reviewing record development, laboratory procedures, process system, safety and emergency systems, and warranty files.
- X Evaluating equipment system performance, witness performance tests, gathering and testing samples.
- X For the one-year operational and functional period, operating and providing appropriate upkeep and maintenance of installed response action construction items including the facilities, equipment, and appropriate engineered controls such as fencing for the site in accordance with the O&M Manual and Sampling and Analysis Plan (SAP).
- X Operating and providing appropriate upkeep and maintenance of installed response action construction items including the facilities, equipment, and appropriate engineered controls such as fencing for the site in accordance with the O&M Manual and Sampling and Analysis Plan (SAP) for a time period as specified in the task order.
- X Updating the O&M Manual, as appropriate.
- X Conducting trend analyses and optimization studies to improve system efficiency and reduce operation cost of RA.

### RA Completion

#### PROJECT COMPLETION AND CLOSEOUT (PC)

WBS: 11

Ascertain project completion and closeout of the subcontract(s) associated with the RA at the site. These tasks include but are not limited to, the following:

- X Demobilization of subcontractors.
- X Pre-final/Final Activities - Consolidation of project needs, pre-final/final inspection and certification, direct final project demobilization and make lockout inspection.

- X Final Payment/Punch List - Resolution/certification that project is complete according to plans and specifications. May involve trial periods, shakedown, test or trial runs/burns.
- X Submission of as-built drawings.
- X Updating the O&M Manual.
- X Training for State and/or contractor employees who will conduct further O&M as required.
- X Assisting in transfer of project to the State upon the determination that the project is Operational and Functional (O&F).
- X Preparing Remedial Action Report in accordance with Closeout Procedures for National Priorities List Sites OSWER Directive 9320.2-09A-P, January 2000.

#### TASK ORDER CLOSEOUT (CO)

WBS: 12

Perform the necessary activities to close out the task order in accordance with contract requirements. Typical activities include but are not limited to, the following:

- X Packaging and returning documents to the government.
- X Duplicating/distribution/storage of files.
- X Archiving files in accordance with Federal Record Center requirements.
- X Preparing microfiche/microfilm/optical disk or other EPA-approved data storage technology.
- X Preparing the closeout report in accordance with Regional guidance or other procedures as specified in the task order. If the final hours/budget is greater than +/- 10% of the original approved work plan/task order hours/budget, the TOCR must describe the circumstances that explain why this occurred.